



2023

BUDGET NARRATIVE

MAYOR
MATT TUERK

FINANCE DIRECTOR
SETH O'NEILL



MATT TUERK
MAYOR

435 Hamilton
Street Allentown PA
18101

To: The Honorable Cynthia Mota, Council President
And Members of City Council

From: Mayor Matt Tuerk

RE: 2023 City of Allentown Proposed Budget and Program of Services

In accordance with Section 802 and 803 of the City of Allentown's Home Rule Charter, adopted by the voters on April 23, 1996, I Mayor Matt Tuerk, respectfully submit the Proposed Budget and Capital Program for the fiscal year 2023. Also, in accordance with Section 5-14 of the City's Administrative Code, I hereby submit both the detailed budget sheets, as well as a third book, which contains an extensive narrative of each program's revenues and expenditures.

This administration has delivered a balanced proposed 2023 budget, which keeps tax rates level, and which maintains the rates of any fees for services in the General Fund. The balancing of the budget does not require additional borrowing.

Our team's budget process differs substantially from prior years. I instructed our Director of Finance to work with department heads to create a Zero-Based Budget (ZBB), which requires the justification of program expenditures consistent with strategic objectives rather than simply increasing the previous year's budget by a certain percentage. The ZBB has eliminated much of the guesswork and contingency-based budgeting that characterized previous budgets.

A ZBB asks the department head to think about what the department truly needs to accomplish its goals and becomes an action plan for the year to come. The process offered leaders an opportunity to truly dig into their team's purpose and capacity.

Of equal importance, a ZBB offers a tremendous level of transparency. You, as an elected representative of the residents of the City of Allentown, will see a budget unlike any other. The level of detail has no parallel in our City's history. The finance director has reviewed budgets dating back to the 1940s and has yet to find something like this. You can confidently say that you know exactly how we propose to spend taxpayer dollars.

2023 Budget Highlights

We built this budget around our employees.

Everyone in Allentown recognizes the incredible job that our employees do in serving our residents. First among them, our police officers, firefighters, and paramedics respond to the most urgent and dangerous situations, no questions asked. Our building inspectors, parks maintenance workers, streets workers ensure that we work, live, and play in safe places. Our health workers, recreation team, and solid waste employees raise quality of life for all Allentonians. Our human resources team, help desk employees, attorneys, and payroll specialists support all of the operational employees.

They've done this work for years under sometimes absent leadership, with frequent criticism from outsiders, and through a global pandemic. And they've done it with pride.

This budget represents an investment in human capital. Government is a service industry and depends on highly capable professionals to work properly. We must invest in our under-manned departments before we can turn to capital investments in our assets, facilities, and infrastructure. It is pointless to buy a streetsweeper if we cannot hire someone to operate it. We should not plan to do studies on how to build a neighborhood when we do not have the planning staff to carry them out. We should not plan to deploy software if we don't have applications managers to support those projects.

We still must make capital investments to replace equipment, mostly vehicles that have outlived their useful lives and diminish the quality of the work environment for our employees. Additionally, we have some software upgrades that must begin in this budget year to be fully complete in subsequent years.

In many ways, Allentown is a city of deferred maintenance. We must invest in our buildings, our equipment, our land. We've also let many of our policies and practices go years without an update. But we most seriously need to invest in our people.

Some highlights:

Public Safety

- Five additional Patrol positions in Police operations (**\$332,000**)
- Four new Paramedics in the EMS budget (**\$243,000**)
- Increase in premium pay in the Fire Administration Budget to allow a 29-person staffing level (**\$1,208,000**)

Other Investments in Personnel

- Confidential Clerk to support clerical duties in IT, HR, Mayor's Office, Law (**\$50,097**).
- **Human Resources:** major reorganization of the department to broaden support scope and create HR Generalists to directly support departments. Includes two new positions, one new generalist, and one training coordinator (**\$130,240**).
- **Law:** Right to Know Officer to improve administration's response to RTK's (**\$59,621**).

- Operational personnel in Parks, Traffic, and Building Maintenance (**\$363,877**).
- Additional personnel in Rental Fund, Risk Fund, Solid Waste Fund, Stormwater Fund.
- A step paygrade for the 21A scale to ensure that incoming and current directors have some sense of their career pay trajectory. This scale will be treated exactly as all other non-bargaining step scales were enacted in 2021. The scale starts at \$111,000 and goes up to \$155,000. All current directors would be placed on the step closest to their current salary on January 1 and move to the next step on their anniversary. The directors would *not* receive any other cost of living increase in the 2023 budget (**\$42,709**).
- All contractual steps and increases are included in the personnel budget.
- Non-bargaining Cost of Living Increase is set at 5%. This includes Assistant Police Chiefs, and Deputy Fire Chief. This does not include directors.
- Because of the step scales implemented in non-bargaining in 2022, some employees were immediately placed on the last step and did not receive at least a 2% increase. Some received almost no 2022 increase. In consideration, these employees are set to receive a 7% in 2023. This includes Police Captains. (**\$20,000**)
- There are also requests to reclassify under-classified positions in our continuing efforts to bring parity to the non-bargaining pay scale.
- Convert all Clerk 2 to Clerk 3. This mostly affects Police (**\$25,000**).

Equipment

- 9 Police Patrol SUV's (**\$396,000**).
- Emergency response vehicle for Police (**\$300,000**).
- Single Axle Vehicle in Streets and Parks (**\$420,000**).
- EMS Ambulance re-chassis (**251,000**).
- Other police, streets, fire, PW, and Parks equipment (overall, a **\$3,000,000** investment in rolling stock equipment).

Other

- The administration will commit **\$350,000** in this budget to begin the migration from the Eden Financial and Personnel system to the recommended MUNIS product.

ARPA

In the early days of my administration, I requested that \$18 million in ARPA dollars be used for revenue replacement. The City would be wise to use ARPA funds to sustain its operations at current levels, while investing in deferred maintenance along the way. Thus far, \$8,000,000 in revenue replacement has been allocated between 2021 and 2022. I have included **\$5,000,000** in revenue replacement in this budget, which is half of the remaining share I had hoped to devote to revenue replacement.

In addition, Section 35.6(b)(ii)(E), permits ARPA dollars to be spent on supporting public sector workforce capacity. Use of ARPA funding towards this mission is wholly in line with my priorities in this first budget of my administration. By offsetting the costs of adding new positions in Police, Emergency Medical Services, Parks, Public Works, Human Resources, Law, and Community and Economic Development, we both broaden our capacity to deliver services, and allow the General

Fund to continue to accrue cash and investment income. These expenditures can thus be covered by future capital when ARPA funds are exhausted.

For this latter use of ARPA funding, the cost is **\$1,419,000** (inclusive of payroll taxes) to support new full-time positions. These funds will only be used when the positions are actually filled, so the final 2023 allocation from the ARPA fund for new positions is unlikely to be very near to this \$1.4 million mark.

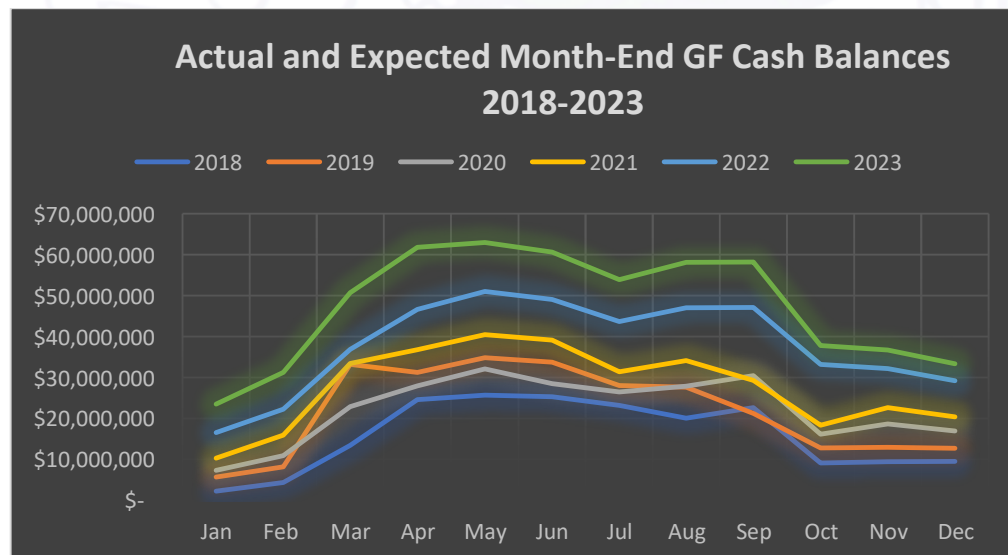
Financial Position

The Finance team informs me that it is likely we will begin 2023 with \$29 million in unrestricted cash in the General Fund. This is a 45% increase from the previous year. City Council recently approved a new investment policy which is set to realize gains of over \$500,000 in the coming year, depending on rates. The Finance Director has informed me that investments in the General Fund reserves between May 2022 and February 2023 will yield \$375,000. An investment of available ARPA cash has also grown that pool by \$500,000.

Given the state of things, we are also finally at a position where we can establish a strong fund balance policy. All of this gives us excellent perspective of the financial state of the City in the next two years.

The General Fund's cash position is further insulated from catastrophe by a strong fund balance in the Risk Fund, which we hereby commit to keeping at an average of \$5 million. Our insurance and stop loss coverage are also secure. The 2006 Loan Investment—the fund we are required to keep on hand by ordinance to ensure payment of a now re-financed bond issuance—is expected to start 2023 at \$5,434,000. Over the last year, we were able to realize investment income in that fund of \$63,000. We expect investments of this fund to add another \$150,000 in 2023.

Copied here is the Finance Director's chart of actual and expected cash balances for the last five years and the forecast of 2023.



Debt

The charter obligates me, as Mayor, to give you a summary of the City's debt position. Since the City's bond refunding in 2020 and the note for the Administrative Order fund in the same year, the General Fund has issued no new bonds nor incurred direct debt. We will **not** use any new borrowing to balance this budget.

The City's debt service in 2023 will cost \$8,624,274 in the General Fund and \$66,726 in the Liquid Fuels Fund. We currently have four tax exempt general obligation bonds, and three taxable bond issuances. Our total non-electoral debt is \$90 million. This does not include the Special Revenue Note for the Administrative Order fund, which is serviced by the water and sewer utility customers.

This translates into \$715 in direct debt owed by the City per capita (2020), and 1.22% of the City's real estate market value. This debt load is well below our legal capacity and in-line with industry standards.

In the near future, the City of Allentown will likely need to incur additional debt to responsibly finance certain critical infrastructure improvements. This new debt will likely not increase debt service payments until 2024 at the earliest.

Finally, we have made progress in upgrading the City's current bond rating, which lies at A3 (stable) with Moody's, and A (negative) with S&P. Conversations with ratings agencies have given our finance team confidence that those agencies are very pleased with our financial position and future under my leadership.

Revenues and Expenditures in the General Fund

The plan for 2023 includes a \$138,684,000 in spending. This amount is net of a vacancy factor, which exists because we budget for positions as if each one will be filled for the entire year, although we know that they will not. The 2023 vacancy factor is expected to be \$2,700,000.

Separately, we project \$138,860,000 in General Fund revenues. The budget is, therefore, balanced.

On the revenue side, we expect 97% of the real estate taxes assessed to be collected within 2023, and for all mailed in payments to be processed within a week. This is a major achievement in efficiency for the taxpayers. City Real Estate Tax Collections are expected to be \$37,870,000.

Because of the inflationary environment we expect wages to increase throughout 2023. Even if nation-wide unemployment ticks up, it is reasonable to expect some upwards movement in EIT collections, because much of our residential income tax base work in essential fields such as health care, education, government, and fulfillment. We expect a 4.5% increase in EIT year-over-year from 2022. EIT is budgeted at \$44,193,000, and, for the first time ever is budgeted higher than real estate taxes.

Capital

We have submitted the City's 2023 Capital Plan under separate cover. The proposed budget includes support for a major capital needs assessment in 2023, which will put us on a footing to

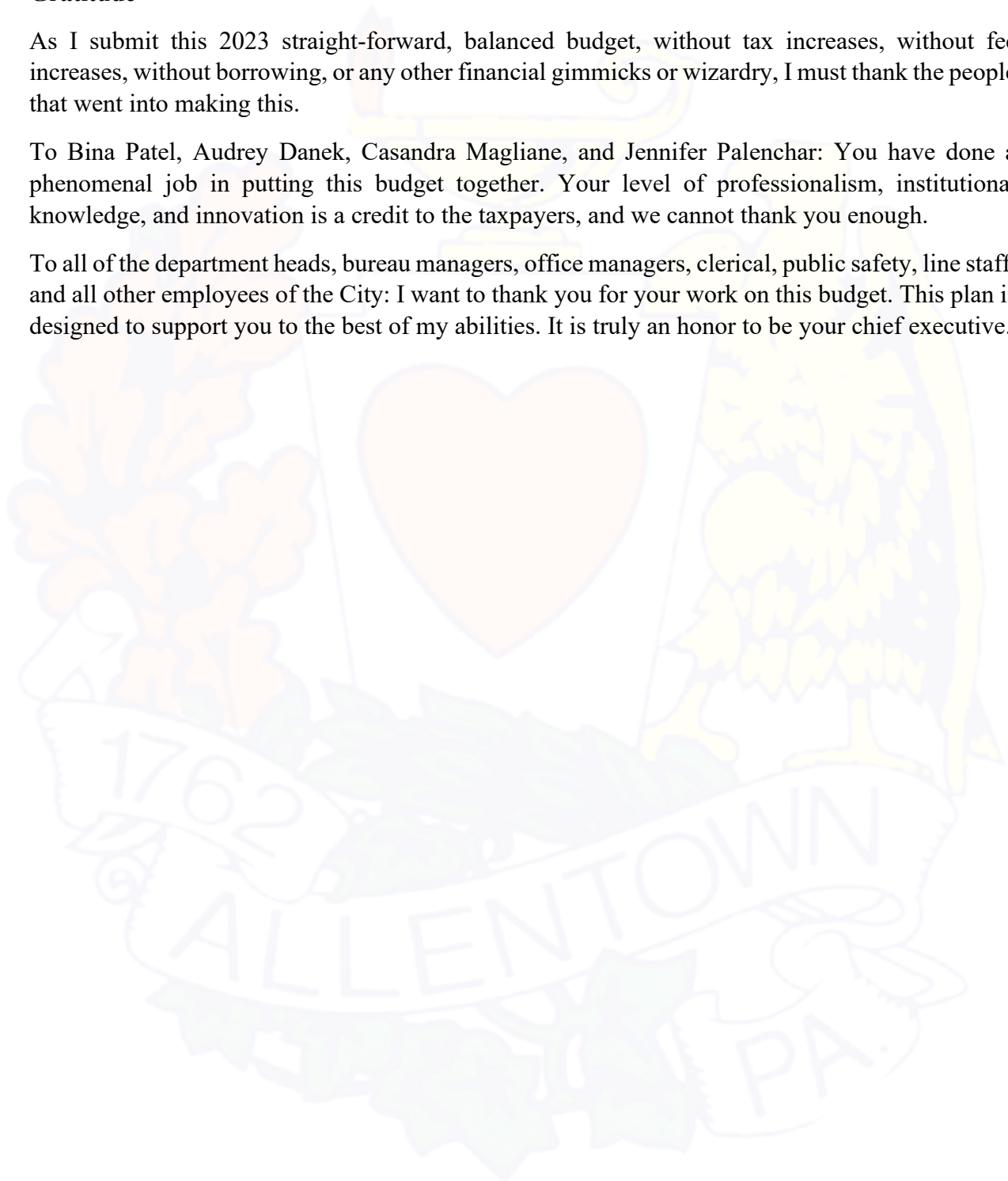
compile a solid multi-year capital plan. Our capital plan in 2023 includes all projects that currently have a funding source.

Gratitude

As I submit this 2023 straight-forward, balanced budget, without tax increases, without fee increases, without borrowing, or any other financial gimmicks or wizardry, I must thank the people that went into making this.

To Bina Patel, Audrey Danek, Casandra Magliane, and Jennifer Palenchar: You have done a phenomenal job in putting this budget together. Your level of professionalism, institutional knowledge, and innovation is a credit to the taxpayers, and we cannot thank you enough.

To all of the department heads, bureau managers, office managers, clerical, public safety, line staff, and all other employees of the City: I want to thank you for your work on this budget. This plan is designed to support you to the best of my abilities. It is truly an honor to be your chief executive.



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Revenues

General Fund Revenues (000)

(000-2660) Transfer In \$5,000,000

31 C.F.R. 35.6(d) of the Final Rule of the American Rescue Plan Act (ARPA), P.L. 117-2, Mar. 11, 2021, allows State and Local Fiscal Recovery Funds (SLFRF) to be used for the provision of government services to the extent of the reduction in revenue due to the 2020/2021 public health emergency. The funding can specifically be used to provide government services that “include, but are not limited to, maintenance or pay-go funded building of infrastructure, including roads, modernization of cybersecurity, including hardware, software, protection of critical infrastructure; health services; environmental remediation; school or educational services; and the provision of police, fire, and other public safety services.”

To date, the City has received approval for spending under this section for:

1. Roof Repairs:	\$800,000
2. Irving Spray Park:	\$400,000
3. Fire Academy:	\$2,360,000
4. Back Up Data Center:	\$1,500,000
5. Public Safety Services:	\$3,050,000
6. Total:	\$8,110,000

The administration requested spending about \$18,000,000 in revenue replacement under the total ARPA dollars. We expect approximately \$5,000,000 to be available for replacement in 2023. The revenue replacement will cover ongoing increases to baseline public safety service costs, and important investment in the acquisition of equipment and rolling stock in 2023 for the provision of governmental services. Additional transfers reported under (000-7118).

(000-2900 & 000-2906) Earned Income Tax \$4,386,824 + \$39,806,405 = \$44,193,229

The imposition of earned income tax (EIT) is authorized by the Local Tax Enabling Act of Dec. 31, 1965, P.L. 1257, No. 511, (LTEA). The tax is measured by the amount of Medicare/State wages and net profits of residents and non-residents working in the City, largely without any deduction therefrom. More than 95% of City EIT is collected and remitted by the payroll of wage earner’s employers at the site of employment. The employer remits the withholdings to the tax collector in their host jurisdiction, which,

in turn, must distribute it to the wage earner's residence municipality. The tax is levied under §570-45 *et seq.* of the City's taxation code.

In response to significant breakdown in this process, the General Assembly passed the Act of July 2, 2008, P.L. 197, No. 32 (Act 32), which, among other things, created Chapter 5 of the LTEA (53 P.S. §6924.501-517). This section required all jurisdictions levying EIT to contract with a single tax collector at the County level, which would collect and administer the distribution process for all taxing authorities in the County. The Tax Collection District relevant to the City is coextensive with Lehigh County. The tax collector for the district is Berkheimer Tax Innovations, Inc. (Berkheimer).

Notwithstanding the rate of EIT taxation being capped at 1% in the LTEA, this restriction does not apply to Home Rule Municipalities with respect to taxation on its residents (53 Pa. C.S. §2962(b)). The rate of EIT on Allentown residents is 1.975%.

Notwithstanding the rate of EIT taxation being capped at 1% in the LTEA, and the restriction in the Home Rule Charter and Optional Plans Law, 53 Pa. C.S. §§2901-2983, from raising rates above statutory limits for non-residents, nevertheless, the Municipal Pension Plan Funding Standard and Recovery Act of Dec. 18, 1984, P.L. 1005, No. 205 (Act 205), in 53 P.S. §895.607(f), permits a distressed pension system in the Commonwealth to raise its EIT rates above statutory limits to meet its minimum municipal obligation, or to pay debt service on pension obligation bonds. The rate of EIT on Allentown non-residents is 1.28%. In the case of non-residents, 1% is distributed back to the nonresident's resident/home taxing jurisdiction, and the City keeps 0.28%.

The Allentown School District receives 0.5% of the resident collection.

Act 32 requires employers to remit the EIT withholdings quarterly. As a result, the revenue is not spread evenly over the course of the year. The City receives the withholdings from earnings collected within the Tax Collection District in the 4th quarter of a given year in February of the subsequent year, the 1st quarter in May, the second quarter in August, and the 3rd quarter in November. In March, June, September, and December, the City receives the collections withheld in non-Lehigh County Tax Collection Districts that remit the tax distributions from Allentown resident earnings back to Berkheimer, which is then remitted to the City.

Current Actual and Estimated EIT collections for 2022 are as follows:

EIT 2022 A&E		000-2900	000-2906	Total
Actual	Jan	\$ 87,405	\$ 946,779	\$ 1,034,184
Actual	Feb	\$ 1,054,467	\$ 6,070,089	\$ 7,124,556
Actual	Mar	\$ 48,660	\$ 2,883,803	\$ 2,932,463
Actual	Apr	\$ 90,232	\$ 1,220,535	\$ 1,310,767
Actual	May	\$ 870,598	\$ 5,429,488	\$ 6,300,086
Actual	Jun	\$ 40,205	\$ 2,699,198	\$ 2,739,403
Actual	Jul	\$ 96,674	\$ 629,916	\$ 726,590
Actual	Aug	\$ 912,073	\$ 6,817,445	\$ 7,729,518
Actual	Sep	\$ 22,604	\$ 2,420,000	\$ 2,442,604
Updated Est.	Oct	\$ 100,000	\$ 775,000	\$ 875,000
Updated Est.	Nov	\$ 800,000	\$ 5,550,000	\$ 6,350,000
Updated Est.	Dec	\$ 75,000	\$ 2,650,000	\$ 2,725,000
		\$ 4,197,918	\$ 38,092,253	\$ 42,290,171
Budget		\$ 4,110,000	\$ 33,275,000	\$ 37,385,000
Increase over Budget		\$ 87,918	\$ 4,817,253	\$ 4,905,171
% Increase		2.14%	14.48%	13.12%

Based on the YTD performance of EIT revenue, we anticipate that the collections will close the year about 13% above estimation. For 2023, we conservatively estimate an additional 4.5% increase over anticipated 2022 collections, as follows:

2023 EIT Estimates					
	000-2900	000-2906	Total	Add 4.5% Frm 2022	
Jan	\$ 91,338	\$ 989,384	\$ 1,080,722		1.045
Feb	\$ 1,101,918	\$ 6,343,243	\$ 7,445,161		1.045
Mar	\$ 50,850	\$ 3,013,574	\$ 3,064,424		1.045
Apr	\$ 94,292	\$ 1,275,459	\$ 1,369,752		1.045
May	\$ 909,775	\$ 5,673,815	\$ 6,583,590		1.045
Jun	\$ 42,014	\$ 2,820,662	\$ 2,862,676		1.045
Jul	\$ 101,024	\$ 658,262	\$ 759,287		1.045
Aug	\$ 953,116	\$ 7,124,230	\$ 8,077,346		1.045
Sep	\$ 23,621	\$ 2,528,900	\$ 2,552,521		1.045
Oct	\$ 104,500	\$ 809,875	\$ 914,375		1.045
Nov	\$ 836,000	\$ 5,799,750	\$ 6,635,750		1.045
Dec	\$ 78,375	\$ 2,769,250	\$ 2,847,625		1.045
	\$ 4,386,824	\$ 39,806,405	\$ 44,193,229		

There are several factors that lead to our confidence in EIT growth in 2023. The first is the lag time in revenue realization. Any major changes in the employment markets will not be felt in revenue until the following quarter. Secondly, in our inflationary environment, as costs go up, employers increase wages, which in turn promulgates more inflation. Despite the Federal Reserve using interest rate hikes to try to

break inflation and increase unemployment, we do not foresee this cycle materially diminishing resident wages before October 2023.

In 2021, Allentown residents earned \$2,150,000,000 in wages from occupations both inside and outside of the City. Berkheimer estimates based on the best data available that resident wages will be around \$2,316,000,000 in 2022, a 7.75% increase.

(000-2901) Current Year City Real Estate (CRE) Tax \$37,870,000

The City levies property taxes for general revenue purposes on all taxable real estate located within its borders at the rate of 23.5376 mills for land, and 4.4528 mills for buildings and improvements. We anticipate the taxable assessment in January of 2023 for land will be \$793,278,500, and for buildings \$4,592,644,600. We arrived at the below estimated assessment values by applying the county's assessment information with available construction data that has an expected completion date of 2022 or 2023.

	2022 Assessed Value	2023 Est. Assessed Value	Millage Rate	Total Tax
Land	\$ 793,024,000	\$ 793,278,500	0.0235376	\$ 18,671,872
Building	\$ 4,588,372,200	\$ 4,592,644,600	0.0044528	\$ 20,450,128
Total	\$ 5,381,396,200	\$ 5,385,923,100		\$ 39,122,000
Est. Compliance				96.80%
2023 Est. Revenue				\$ 37,870,000

The City's effective millage rate will, therefore, be: 7.26 mills (Tax / Assessed Value). The effective rate should be 7.31 mills. If this discrepancy continues to grow, we will need to consider adjusting our millage rates in order to match the desired effective rate.

All taxes paid in full by April 5 are subject to a 2% discount; after July 15, a 10% penalty is assessed. There are also numerous interim reassessments throughout the year. About 3.5% of taxpayers do not pay the CRE in the current year. Considering all these factors, the City expects to collect 96.80% of the amount billed. The average collection rate of the prior two complete years was 96.51%. Considering the City had a historic rate of collections in 2021 and 2022 due to both the creation of a lockbox, and enhanced notification to taxpayers. We expect that high recovery rate to be sustained in 2023.

(000-2903) Prior Year City Real Estate Taxes \$1,225,000

About 3.5% or less of taxpayers do not pay CRE during the current year. As of 12/31/2021, \$697,000 was receivable at the tax claim bureau for unpaid CRE Taxes and Penalties for the years 2013 through 2020. The City forwarded \$1,033,195 in 2021 delinquencies in 2022, making the total accounts receivable (AR) in 2022 \$1,730,000.

The Bureau expects to recover 78% of these outstanding claims in 2022, or \$1,350,000. This leaves \$380,195 in 2013-2021 delinquent AR. We expect to add \$1,252,000 in delinquent collections in January of 2023, making the possible AR \$1,632,195. If we expect to collect 75% of this in 2023, that makes our revenue estimate \$1,225,000.

(000-2905) Local Services Tax \$1,847,000

The Local Services Tax (LST) is a tax on the privilege of engaging in an occupation in the City.

The LST replaced the former Occupational Privilege Tax (OPT) and Emergency and Municipal Services Tax (EMST) in the Act of Oct. 15, 2008, P.L. 1615, No. 130. The Act required that if an LST should exceed \$10 per year, it must be assessed on a pro rata share of the tax in each payroll period and allowed for an exemption for income under \$12,000 in the aggregate, and for taxes paid to a previous employer during the tax year. See 53 P.S. §6294.301.1(f)(9). The tax is levied under §570-31 *et seq.* of the City's taxation code.

The City's Local Services Tax is assessed at a rate of \$1 per week, \$52 per year. The tax is collected at the site of the taxpayer's place of employment.

Current actual and estimated 2022 collections for LST, and our estimate for 2023 is as follows:

	2022		2023
LST Estimates	000-2905	LST Estimates	000-2905
Jan	\$ 34,412	Jan	\$ 36,133
Feb	\$ 386,486	Feb	\$ 405,810
Mar	\$ 34,807	Mar	\$ 36,547
Apr	\$ 42,670	Apr	\$ 44,804
May	\$ 306,600	May	\$ 321,930
Jun	\$ 126,782	Jun	\$ 133,121
Jul	\$ 52,949	Jul	\$ 55,596
Aug	\$ 225,000	Aug	\$ 236,250
Sep	\$ 100,000	Sep	\$ 105,000
Oct	\$ 50,000	Oct	\$ 52,500
Nov	\$ 300,000	Nov	\$ 315,000
Dec	\$ 100,000	Dec	\$ 105,000
A&E	\$ 1,759,706	Est.	\$ 1,847,691
Budget	\$ 1,590,000	Budget	\$ 1,590,000
Increase	\$ 169,706	Increase	\$ 257,691
% Increase	10.7%	% Increase	16.2%

(000-2907) Deed Transfer Tax \$2,500,000

The Local Tax Enabling Act of Dec. 31, 1965, P.L. 1257, No. 511 (LTEA) specifically authorizes local tax levies "upon the transfer of real property" (53 P.S. §6924.301.1). 72 P.S. §8101-D of the Tax Reform Code of 1971 also specifically authorizes the levy of such a tax by political subdivisions. The Recorder of Deeds of each is the collection and disbursement agent for Deed Transfer Taxes throughout the

Commonwealth. This agent is directed to pay the tax to the taxing authorities within 30 days of stamping the document.

The DTT rate for properties conveyed in the City is 2% on the documented value of the real estate at the time of the transactions, with 1% payable to the PA Department of Revenue, 0.5% paid to the City of Allentown, and 0.5% paid to the Allentown School District. The DTT is levied under §570-10 *et seq.* of the City’s taxation code. There are a host of exemptions to the DTT outlined in the LTEA, §301.1(f)(1).

In 2022, the City expects to collect \$2,800,000 in 2022. It is perilous to attempt to predict the state of the real estate market a year in advance, especially when signs seem to point towards a cooling housing market. We choose to budget conservatively in this account for that reason.

[\(000-2909\) Business Privilege Tax \(BPT\) \\$9,040,000](#)

Historically, Business Privilege Tax was non-specifically authorized by the Act of December 31, 1965, P.L. 1257, No. 511, known as the Local Tax Enabling Act (“LTEA” or “Act 511”). In 1988, the legislature enacted the "Local Tax Reform Act," of December 13, 1988, P.L. 1121, No. 145. Section 533 of that Act, 72 P.S. §4750.533, prohibited municipalities from levying new business privilege taxes on the gross receipts of businesses after November 30, 1988; however, it preserved the business privilege taxes which municipalities had already enacted, but capped their rates to those which were in effect on that date.

In response to the decision in *V.L. Rendina v. City of Harrisburg*, 938 A.2d 988, 995 (Pa. 2007), the General Assembly passed the Act of May 6, 2014, P.L. 642, No. 42 (Act 42), which was codified in the LTEA in 53 P.S. §6294.301.1(a.1)(1). The purpose of the Act was to restrict local taxing authorities from levying Business Privilege Tax on both the privilege of maintaining a base of operations, and the privilege of engaging in transactions in the taxing jurisdiction, in accordance with the distinction made clear in *Rendina*.

The City taxes transactions within its jurisdiction, irrespective of the base of operations. Effective January 1, 2021, the City issued new regulations, including guidance on paying tax on gains from the sale of assets (taxed at the retail rate), and establishing an Economic Nexus for remote transactions without physical presence.

The BPT rates are:

Service	.003
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Retail	.015
Wholesale	.010
Rental	.003

Analyses of BPT collections break down into on-time, voluntary remittances (“on-time”), and involuntary collections from audits and enforcement on non-payment (“delinquent or deficiency collections”). The current revenue estimate for 2023 BPT depends on the sales made and services rendered by in-city, including the Neighborhood Improvement Zone (NIZ), out-of-city (with substantial in-city presence), and rental gross volume in 2022.

Data prior to 2021 is not reliable because of the COVID-19 pandemic and the effects of inflation. Therefore, we will base our 2022 projections on 2021 sales, plus inflation. We are not issuing an across the board increase to gross sales matching the consumer price index reports because we understand that salaries have not increased at the same rate. Discretionary spending used in thriving times, will most likely be more conservative. Supply chain issues will affect the wholesale classification, so we’ve decided to increase these receipts by only 1% bringing our estimate to \$707,010 in tax. We believe rental receipts will increase 4% due to inflation estimating \$1,136,703 in tax. We estimate Retail and Service receipts will increase by 2% (\$2,689,756) and 3% (\$5,180,908), respectively.

Created by state law in 2011, the Neighborhood Improvement Zone (NIZ) is a special taxing district consisting of approximately 128 acres in the Downtown Allentown and Waterfront area, that encourages development and revitalization. Taxes, including BPT, generated from these areas are used to pay debt service to the developers for any improvements within the NIZ. We expect the NIZ to generate roughly \$2,000,000 in BPT receipts. As per legislation, these receipts get redistributed back to the developers. Adding all categories of classifications for estimated 2022 BPT collection plus our estimate of \$1,325,000 from prior year assessments, our total BPT collection for 2023 is estimated to be \$11,039,377. Removing \$2,000,000 of NIZ BPT, our 2023 Business Privilege Tax revenue estimate is \$9,040,000.

(000-2913) Business License Fees (BL) \$438,000

Chapter 196 of City of Allentown’s ordinance code requires all persons, partnerships or corporations trading for profit within the City to obtain an annual Business License in the amount of \$35.00 per year. Business Licenses are valid for one calendar year and expire on December 31. Renewal invoices are issued in November, and they carry a January 1 due date. The City expects to bill approximately 13,000 2023 BL renewals, totaling \$455,000.

General ledger data suggests that roughly 54% of the invoices are paid in November and December (\$245,700); however, this number also includes prior outstanding license years and is not strictly limited to 2023's BL renewals. Even though we continue to collect prior outstanding BL fees, our statistics are leveraged against 2023's estimated BL AR.

To determine our BL revenues, we based our statistics on 2023's estimated BL AR. We continually collect outstanding BL fees from prior years. History suggests that we collect roughly 54% of the renewal invoices in November and December (\$245,000)

Historically, 15% of BL renewals go unpaid each year. Using 2023's estimated BL AR as our baseline, we have found that 40% of 2023's AR (\$182,000) will be paid in the 2023 calendar year. Again, this number includes BL fees outside of the 2023 invoice. We must also account for new business applications that register in 2023. Based on prior years, we can expect to open around 300 new in-city business accounts in 2023, accounting for \$10,500 in additional revenue. Adding those to what we expect to collect in November and December for the 2024 calendar year BL our revenue estimation for BL's in 2023 is \$438,000.

Business License Revenue 000-2913		
BL Renewals/Application fees		\$ 35
BL Renewal count		\$ 13,000
AR Est 2023 BL's		\$ 455,000
Est total to be paid in 2022 (54%)		\$ (245,700)
Remainder of 2023 BL AR		\$ 209,300
Total Est of licenses to be paid in 2023 (40%)		\$ 182,000
Est Bus App revenues in 2023 (300*35)		\$ 10,500
Est total 2024 licenses to be paid in 2023		\$ 245,700
Est Total Collected in 2023		\$ 438,200
Expected 2023 Revenues		\$ 438,000

(000-2916) Building Permits and Fees \$1,800,000

The Bureau's revenue is generated by fees associated the permitting of all construction related inspections and enforcement, as well as the fees for trade licensing. We anticipate that our revenue for permits, and fees will remain the same for this coming year with many large developments anticipated, such as the Waterfront Development, DaVinci Center and various other large developments planned for the coming year. Total revenue for BS&S is \$2,235,000.

(000-2918) Plumbing Permits and Fees \$135,000

See narrative for (000-2916)

(000-2920) Electrical Permits and Fees \$270,000

See narrative for (000-2916)

(000-2921) Sheet Metal Technician License Fees \$25,000

See narrative for (000-2916)

(000-2922) Billboard Sign Permits \$5,000

See narrative for (000-2916)

(000-2924) Zoning Permits and Fees \$280,000

(000-2926) Health Bureau Permits and Licenses \$260,000

Food and Child Care fees

(000-2928) Fire Department Inspection Fees \$105,000

(000-2930) Other Permits and Licenses (Engineering) \$50,000

Engineering Permits & Licenses such as excavation permits, warrants of survey, crossover permits, encroachments, underground and overhead utility permits, etc.

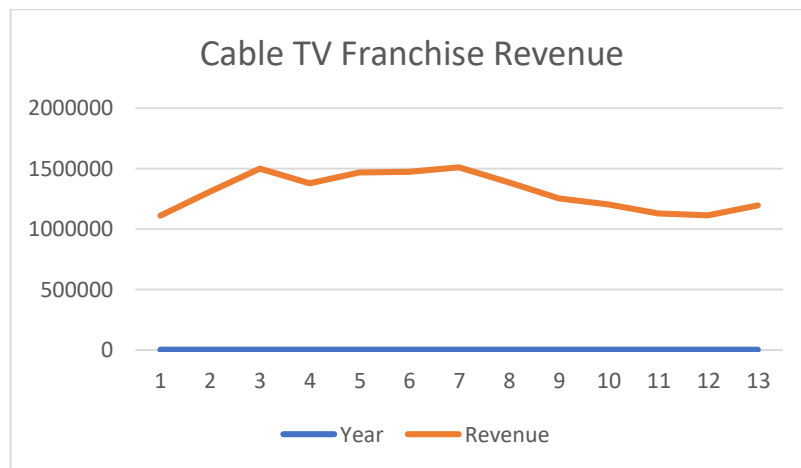
(000-2931) Cable TV Franchise Fee \$1,200,000

Originally enacted January 22, 1963, in §202(1-16) of the General City Code, the City requires written agreement between the Mayor and the operators of a cable television system for the privilege of providing such services with the City. The City reserves the right to impose a license or franchise fee upon such operations.

As amended in 1979 and 1991, the City currently imposes a duty upon the operators of cable television systems in the amount of five percent (5%) of the gross revenues of the television providers. The sum is in consideration of the operator exercising the privilege of using “streets, sidewalks, lanes, avenues, alleys, bridges, and [any other property used to carry out their business].”

Cable TV operators pay the franchise fee quarterly in January, April, July & October. The cable TV revenues upon which the franchise fee is based is as follows: “Basic Revenue,” FCC Fees, Pay TV, Pay-Per-View, Installation, Miscellaneous, and Other Revenue.

There is substantial data available to graph this revenue; however, there has only been a negative variance of -7% over the last 13 periods in this revenue stream. We estimate \$300,000 per quarter in Cable TV Franchise Revenue.



(000-2933) Presales Owner-Occupied Inspection \$120,000

The Bureau's revenue is generated by fees associated with the registration, enforcement, and inspection requirements of all properties listed for sale. We anticipate that our revenue for Presale will be slightly higher with the market changes nationwide.

(000-3101) Tax Certification Fees \$150,000

The City charges a \$30 fee for every tax certification processed by Revenue & Audit clerks. This document certifies everything outstanding and payable to the City of Allentown on a specific parcel of real estate. In 2021, the City collected \$170,325 (5,678 certs) in tax cert revenues and is expected to collect roughly \$160,000 (5,333 certs) in 2022. Tax Certifications are pulled for property owners looking to refinance their home or prospective buyers looking to purchase a new home. With the rising interest rates, it is our belief that this will lower the amount of tax certifications being pulled for either situation in 2023. We expect to collect \$150,000 which is roughly 5,000 tax certifications processed in 2023.

(000-3102) Municipal Certifications \$15,000

Municipal Certifications from the Engineering Department

(000-3106) Printer/Copier Fees \$75,000

When involved parties or insurance agencies wish to obtain copies of police or accident reports, the City charges \$15 dollars for the cost of producing them. In 2023, the City expects to process 5,000 reports.

(000-3204) Street Excavations and Restoration \$118,000

Permit to dig any trench or excavation through or under the roadway or sidewalk or to cut into or open and remove any of the pavement surfaces on any Street within the City.

Includes \$3,000 for PA1 Call excavation refunds to the city

(000-3205) Warrants of Survey \$40,000

A warrant of Survey is received when fixing the line and grade for setting or resetting of curbing, the laying or relaying of sidewalks, crossovers, and handicap ramps.

(000-3208) Towing Agreements \$289,200

The City's towing agreement is contract #C19-000039. The contract is set to expire in 2023 and will have to be rebid through the RFP process. The estimate is, therefore, a best guess at this time, but, if anything would only increase.

The towing company selected to perform all the tows, storage, and impounding pays the City for the privilege of receiving the contract.

(000-3410) Health Bureau Services \$102,270

STD/TB testing services, lead test fees- \$1,000

Bed Risk Reduction services- \$6,270

STD/MCH Education- \$95,000

(000-3417) EMS Transit Fees \$5,222,000

Approximately 92% of our operational expenses are recovered through our billing department. The goal of the Bureau of EMS is to become revenue neutral, but at greater than 92% recovery, our bureau remains the only City Emergency Service with a nominal impact on the tax base through revenue generation.

Further, Allentown EMS respond to more than 17,000 calls a year. For the last three years, there has been a marked increase of approximately 5-7% per year in call volume with no addition to our staff or resources. Currently Allentown EMS staffs three 24-hour ambulances and one 12-hour ambulance each day. There are many methods to calculate the need for additional resources, but it is important to consider that the NFPA 1710 states that Advanced Life Support (ALS) needs to be on-scene of a call within eight minutes, 90% of the time. Also, an assessment of surge volume, risks in the municipality, and best usage of resources

must be considered. To maintain this, Allentown EMS should consider an additional staffed ambulance 12-hours a day, prescribed by an analysis of our busiest 12-hour block. Currently, at our peak staffing levels, we offer four ALS Ambulances for the greater than 121,000 documented residents of Allentown.

2021 Income: \$4,097,185.00 2022 Projected Income: \$5,00,000

The 2022 revenue projection is based on current billing and anticipated future billing based on previous years call volume and income. Current trends offer an educated assessment of our future and is the basis for this projection.

(000-3418) EMS-Miscellaneous \$4,000

(000-3430) Swimming Pool Fees \$224,000

The 2023 Pool Revenue Assumptions include daily admission, season pass, and concessions sales.

Season Pass Sales (Resident/Non-Resident Individuals and Families)	\$12,500
Daily Admission Sales (Resident/Non-Resident Individuals at Cedar & Mack Pools)	\$165,775
Concession Sales (Cedar & Mack Pools)	\$45,725
Total Swimming Pool Fee Revenue	\$224,000

(000-3435) Recreation \$89,600

The 2023 Recreation revenue assumption includes pavilion, field and court and band trailer rental fees as well as youth basketball and adult volleyball league registration fees.

(000-3490) General Fund Service Charges \$2,659,778

General Fund service cost are charged to operating funds outside of the General Fund (GF) to recover the administrative costs of providing services to these funds. For example, employees in the Solid Waste fund, Golf Fund, and Stormwater fund receive the same HR and IT services as GF employees. But HR and IT costs are borne by the GF. Also, these funds receive significant support from Finance, in the form of accounting, budgeting, and payroll, to name a few. Also, all legal matters arising from non-GF operations are supported by the Solicitor's Officer, which cost is also sustained in the GF.

This practice is extremely common throughout the country. Here is just one example from Ann Arbor, Michigan. <https://www.a2gov.org/departments/finance-admin-services/financial-reporting/budget-guide/pages/municipalservicecharge.aspx>.

The 2023 breakdown of GF Service Charges is as follows:

Risk: \$ 222,171
Solid Waste: \$1,172,237
Golf: \$ 330,822
Stormwater: \$ 603,304
Rental Fund: \$ 331,244

(000-3495) Other Charges for Service \$40,000

The City performs various services to properties that are not classified elsewhere. The service charges are billed to property owners through the AR module in Eden. The AR module is a sort of catch-all for miscellaneous billings that do not financially justify their own separate billing module. The primary charges captured in this category are for securing and boarding properties, demolition, clean-up, weed cutting, and junk removal. All of these service charges, if unpaid, can be perfected by municipal lien.

The City is in need of a dedicated professional qualified to quantify and manage our AR, and to ensure best practices with billing collection and enforcement. We plan to investigate such a position after the 2023 budget. We have too few resources to effectively plan for such an employee at this time. The budget amount in the account, is, therefore, a best guess.

(000-3497) Police Extra Duty Jobs \$400,000

This account captures revenue for external companies who hire APD officer services at a set rate. This rate is less than the overtime rate. When an officer performs an extra-duty charge, they submit their worksheet to the Operations Manager who bills the third-party administrative fees for the costs not captured by the lower overtime rate. We estimate 15 different vendors in 2023 who will request monthly services, and 10 who will use APD for a single job.

(000-3999) Prior Year Water & Sewer Claims \$35,000

Owing to the concession lease of the City's water distribution and sanitary sewer systems to Lehigh County Authority (LCA), in August of 2013 the City sent its last round of bills to all rate payers, and billing cut over to LCA. As per the terms of the lease, any water and sewer consumption and daily charges owed to the City before the cut over period were still a City AR. The current outstanding AR of 544 accounts totaling \$330,000. All of these water/sewer claims have been perfected by a municipal lien. If the liens are not paid voluntarily, they will be satisfied be paid upon sale of the property or by execution of final judgment upon the lien. Based on 2022's data, we can confidently assume 1% of the outstanding AR will be paid each month. We expect to collect \$35,000 in 2023.

(000-4110) District Court \$250,000

These revenues are for fines and restitution issued by local Magisterial District Courts for summary and traffic offenses.

(000-4112) Fines and Restitution \$145,000

These revenues are similar to (000-4110), except they are collected and remitted by the Bureau of Collections for the Lehigh County criminal court system, rather than the local magistrate courts.

(000-5213) 3rd Party Reimbursements \$40,500

Payment from LCA for miscellaneous work performed by the City \$40,000. (previously in 000-6170)

Service to insured patients. \$500

(000-5215) Health Categorical Grant \$2,484,925

Basic Public health subsidies	\$696,245	Home visits to prevent injuries in children	\$69,834
Maternal Child Health program activities	\$149,779	Chronic Disease program activities	\$45,000
Immunization program activities	\$156,476	Emergency Preparedness activities	\$218,434
Nutrition and Injury Prevention activities	\$ 240,000	Lead poisoning prevention activities	\$29,605
HIV Prevention activities	\$370,000	Drug prevention & monitoring activities	\$193,541
TB Prevention activities	\$16,011	School immunization liaison	\$100,000
Workforce Expansion to support aging/disabled	\$200,000		

(000-5219) Health Covid Grants \$3,195,000

Covid Immunization Clinics	
COVID-19 prevention, preparation, response	-
COVID-19 response & contact tracing	\$95,000
Covid Surveillance/Detection Capacity	\$1,000,000
Additional support for Covid-19 prevention	\$1,300,000
Expand public health workforce/Covid	\$800,000

(000-5229) Fire Training \$80,000

(000-5230) Police Training \$300,000

This revenue is what the City charges for individuals to attend our mandatory Act 120 Police Certification training. The number of individuals who attend each class varies by enrollment from City hired officers, outside agencies, and self-enrolled cadets. Training revenue also includes Municipal Police Officers' Education and Training Commission (MPOETC), which educates non-sworn personnel in institutions like colleges and schools. MPOETC reimburses the City who attend the Act 120 class.

(000-5231) Police Grants \$250,000

This is the COPS grant, which is based on 70% of 5 officers' base salary for the fiscal year 2023. Currently, APD is drawing funds for 2 officers, but can draw for all 5 once they are up to full complement.

(000-5233) Police Reimbursements \$545,000

This is reimbursement for officer overtime when assigned to duties to third parties (e.g. DUI, BUPA, aggressive driving, crossing guard and school coverage, and arena events).

(000-5240) Other Grants and Misc \$1,628,571

HUD Lead Hazard Reduction Grant \$1,428,571

HUD Healthy Homes Supplementary Grant \$200,00

(000-5241) State Aid For Pension \$5,200,000

53 P.S. §895.402(a) *et seq.* establishes a General Municipal Pension System State Aid Program ("State Aid"). The program allocates the entire proceeds of the 2% State insurance premium tax on foreign casualty insurance companies. The revenues from this tax are distributed back to the Commonwealth's General Fund in accordance with the formula outlined in 72 P.S. §2263.1(b).

Any City employing at least one pensionable employee is eligible to receive a share of the State Aid. The amount of State Aid is based on the number of units attributable to each active employee who was employed on a full-time basis at least six months before December 31 of any given certification period. In the City's case, police officers and firefighters are worth 2 units, and any other employee 1 unit. The final allocation amount is determined by dividing the total amount of State Aid by the number of units certified by each municipality, subject to limitations (See 53 P.S. §895.402)(e) & (f)).

The City is required to deposit the annual State Aid allocation into its three pension funds within 30 days of receiving such aid.

Because the allocation is contingent upon many different variables at both the State and City level, it is difficult to predict the amount with certainty. Nonetheless, we foresee State foreign casualty tax revenues increasing in the near term, and, therefore, suspect the tax amount will remain stable or increase in 2023 as opposed to 2022.

(000-6100) Pennsylvania Utility Realty Tax (PURTA) \$97,000

In response to a Pennsylvania Constitutional amendment ratified in 1968 which explicitly subjected public utilities to real estate taxation, the General Assembly enacted the Public Utility Realty Tax Act of March 7, 1971, P.L. 6, No. 2, replaced by the Act of May 12, 1999, P.L. 26, No. 4. Rather than subject property owned by utilities to the various local real estate millage rates, the Constitution authorized the legislature to provide the equivalent revenue to municipalities by levying a tax collected on the State Taxable Value of utility realty. The tax is collected by the State Department of Revenue (DOR) and is in lieu of local real estate taxation. The DOR then distributes the tax equivalent to local taxing authorities (LTA) annually by October 1 of each year. 72 P.S. §§ 8101-A – 8108-A.

Each year, the City Department of Finance files the RCT-900 report to the State before April 1, setting forth the assessed value of public utility realty in the City, as well as reporting the amount of all other taxes for general revenue purposes collected in the previous year (Current and Prior Year Real Estate Taxes, Earned Income Tax, Local Services Tax, Realty Transfer Tax, and Business Privilege Tax). The City's LTA ID is 39001.

If the net book value of the utility's state taxable value does not produce the sufficient revenue to remunerate local taxing authorities, the DOR can levy a Supplemental Tax ("Suptax"). The Suptax kicks in to make sure the LTA's receive their tax equivalent of assessed utility realty value annually.

Public Utilities exempt under PURTA are designated with the Land Use Code 9966 in Lehigh County. The exempt land and billing assessments under that use code as of the Tax Year 2020 report was \$3,456,900. As a result, the DOR distributed \$85,000 in PURTA tax proceeds to the City in 2021. As of today, the assessed value of all exempt properties designated as 9966 is \$3,990,000, a 15% increase.

Considering the complex nature of the taxation formula under PURTA, it is difficult to forecast how this change in assessment will affect the revenue account. However, we anticipate that the DOR will have to deliver an additional \$12,000 in addition to what we received in 2021 to cover the City's utility realty tax equivalent. Therefore, we anticipate \$97,000 in revenue.

(000-6110) PILOT \$100,000

PILOT stands for Payment in Lieu of Taxes. A PILOT is usually formed between a local taxing authority and a property owner, organization, or association, which might otherwise be tax exempt, but has agreed to contribute a certain sum to defray the cost of the municipal services provided to the property or organization. Sometimes a PILOT is court ordered to settle a dispute over whether a property is legally taxable or exempt.

The City currently has four PILOTs of any long standing—with Alliance for Building Communities, the Allentown Housing Authority, Overlook Park, and the Episcopal House. All of the agreements have different conditions which could subject the agreements to variable rates of contribution annually under the PILOTs. We expect \$100,000 in PILOT revenue for 2023.

(000-6130) Rental of City Property \$136,800

Rent received from city-owned property and reimbursements for county and school taxes paid on behalf of these properties.

2023 estimated revenue from residential properties: \$90,000

2023 estimated revenue from other properties: \$34,800

(000-6139) Marketing and Advertising \$220,000

(000-6140) Contributions \$125,000

This account represents voluntary contributions to the City. The City currently has an agreement with St. Luke's Physician Group in the amount of \$100,000 per year until 2025, which is used fund healthcare needs in the community. We expect \$25,000 from other sources.

(000-6141) Investment Interest Income \$675,000

The revenue in this account has two sources.

The first is the interest realized on the bank deposits in the City's Central Treasury account. This TD bank account is the source of all pooled cash. The current yield on the deposits in this account averages only 10 basis points. Over the two years, the rate has briefly averaged as high as 25 basis points. The yield on this source of interest is further diluted because it is the method by which TD bank charges us to use their lockbox to process City Real Estate Tax payments. This modest source of revenue is unlikely to yield more than \$3,000 per month, or \$36,000.

The second source of GF investment income is realized by investing surplus cash reserves in the Pennsylvania Local Government Investment Trust (PLGIT). The Act of March 25, 2016, P.L. 72, No. 10 (Act 10) amended the Commonwealth's Municipal Finance Code, 53, P.S. §5410.1(a), to allow for

broader investment strategies of public moneys. Previously commercial paper had been the only authorized investment. Since the Fed has been hiking interest rates during the course of 2022, PLGIT's Term investment product has become an attractive place to realize yield on excess cash in the General Fund. The Series 2022 Term portfolio is a composite of marketable securities, such as certificates of deposit, treasury bills, repos, and secured and unsecured commercial paper. When the investments mature, the cash returns to the General Fund balance, and the interest yield is booked as revenue in this account.

In 2023, the City plans to purchase PLGIT shares using dollar cost averaging in March, April, May, and June, with purchases of \$10,000,000 respectively, with June being \$5,000,000. These investments should all mature in 150 days, returning the cash as it is needed in August, September, October, and November. Some of these may be reinvested, as the situation warrants, but such revenue would be realized in 2024. 2022 investments maturing in 2023 are \$164,000. 2023 investments maturing in 2023 are roughly expected to be \$475,000. The total expected is \$639,000. The assumes an annualized rate of return of 1.36% on all investments purchased and maturing in 2023.

(000-6142) Gain/Loss on Investments \$0

This City does not anticipate realizing a capital gain or loss on any investment in the near future. All yields from investments will be in the nature of interest or full maturity of a financial instrument offered at a discount. These revenues will be booked in 000-6141. This revenue account, 000-6142, should be deleted.

(000-6155) ANIZDA \$262,948.28

This revenue account is composed of three items:

1. The "Facility Complex Fund Payment" required to be paid to the City by BDH Development LLC per the 2011 lease agreement between the ACIDA and BDH for the Arena Site. BDH leases and operates the PPL Arena and pays the City a fixed annual amount in lieu of taxes. The lease agreement is for 30 years, terminating in August 2044. The payment increases by 5% on each even lease year and is to be paid in monthly installments. The 2023 payment is \$123,576.48.
2. The local share of excess revenue from ANIZDA for NIZ collections that were not appropriated to developers or given to PA DoR per the NIZ statute. This amount is approved at ANIZDA's board meeting around December of each year and distributed in a lump sum shortly thereafter. The amount is inconsistent, and the City does not have access to the NIZ allocation information to

determine if an amount will be received and, if so, what the amount would be. Therefore, we did not budget any revenue for this item. Below are the City's historical collections:

PROGRAM YEAR	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Excess Revenue Received by COA	TBD	\$ -	\$ 297,468.01	\$ -	\$ -	\$ 272,266.00	\$ -	\$ 502,200.33	\$ 465,138.64	\$ 54,855.17

Reimbursement from ASD for the portion of NIZ taxes that the City pays the PA Dept. of Revenue annually on behalf of ASD. ASD has not reimbursed the City to date. The outstanding balance owed is currently being deducted from ASD's portion of excess revenue when available.

- Each year, the City certifies what the Allentown School district owes to the PA Department of Revenue for their portion of the eligible taxes collected in the NIZ. The City pays this on behalf of the school district in expectation of reimbursement from ASD. \$139,372 represents what the City paid for ASD in 2022.

(000-6161) Sale of City Property \$500,000

Due to the sensitive nature of real estate negotiation, we cannot disclose the pending sale details at this time.

(000-6165) Health Violation Tickets \$14,000

Violation Penalties

(000-6170) Miscellaneous ("Gen Misc") \$268,000

In 2021, there were 2,500 line-items in the General Ledger for this account. Over 2,000 of these were payments of penalties assessed on miscellaneous accounts receivable. These bills were issued by the City in this miscellaneous AR account, because they do not have their own dedicated billing module. These bills include, but are not limited to curb & sidewalk invoices, weed cutting, retiree health invoices, and demolition or boarding of abandoned properties. The revenue collected on the principal amount of the bill does not get credited to this revenue account—only the penalty gets booked into Gen Misc. Other items that appear in Gen Misc include Duplicate Bill Fees, Firefighter Application Fees, Police Application Fees, Rebates, Paymode-X revenue, old EIT claims, Solicitor's Permits, Unclaimed Property, Street Vacation, and some correcting transactions—which are initially booked into Gen Misc, then moved via a journal entry to other revenue accounts.

The main source of revenue for this account—penalties on old miscellaneous AR's—should continue to dwindle, as the City improves its AR recovery standards. Correcting transactions net out, and the other

miscellaneous revenues are nominal. In 2022, there was a one-time settlement in the amount of \$150,000, which boosted collections.

The usual revenues, coupled with one-time collections, should sustain about \$300,000 per year with our current AR balance. The current AR balance for miscellaneous is \$2,800,000. In 2023, the Director of Finance will order a bad debt scrub. In 2019, the AR balance was over \$4,500,000. A major bad debt scrub occurred in 2019, removing hundreds of uncollectible claims, totaling about \$2,000,000.

Moved to Misc. income from Public Works: SCA Permits at \$5,000, Shade Tree Permits at \$1,000, Streets Misc at \$70,000 and LCA Reimbursement for Work at \$40,000.

(000-6172) Municipal Claim Recovery \$264,000

The City may recover incurred costs (lien fees and court costs) associated with legal filings. In addition to recovered costs, Section 7143 of the Municipal Claims and Tax Lien Act allows the City to recover interest as determined by the municipality, not to exceed 10% per year. Currently, we process lien interest payments from liens filed by the City, the Lehigh County Tax Claim Bureau, and Portnoff Law Associates.

Civil procedure allows for the recovery of paid court costs on a Magisterial or Common Pleas Civil Complaint.

Revenue & Audit is responsible for notifying taxpayers of any checks that have not been honored by the bank and charge a returned check fee according to Section 270-68 of Allentown's Code.

Municipal Claim Recovery - 000-6172		
Recovered Lien Fees	\$	16,000.00
Recovered Lien Interest	\$	232,000.00
Recovered Court Costs	\$	13,000.00
Recovered Returned Check Fees	\$	<u>3,000.00</u>
	\$	264,000.00

Our totals are based on prior year data, and we can expect to collect \$264,000 in Municipal Claim Recovery.

(000-6177) Fire Dept Misc \$25,000

(000-6191) Lights in the Parkway-Admissions \$325,000

(000-6192) Lights in the Parkway-Sponsors \$30,000

(000-6193) Recreation/Special Events \$20,000

(000-6195) Casino Fee \$4,700,000

Title 4 of the Pennsylvania Consolidated Statutes, in various enactments, currently permits, regulates, licenses, and taxes the following activities for amusement: Fantasy Contests, Slot Machines, Table Games, Multi-Use Gaming-Devices, Interactive Gaming, Sports Wagering, Casino Simulcasting, and Video Gaming. The majority of the taxes generated from these activities provide for a local share assessment to be distributed to host and non-host counties, host and non-host cities, and townships (Table Games, 4 Pa. C.S. §13A63, Multi-Use Gaming Devices, 4 Pa. C.S. §13B20.5, Interactive Gaming, 4 Pa C.S. §13B53, Sports Wagering, 4 Pa C.S. §13C63, Video Gaming, 4 Pa. C.S. §4103).

With respect to table gaming, the holder of such a license pays a 2% tax on its table gaming revenue for the local share assessment. In the case of the casino hosted by Northampton County, and the City of Bethlehem, the City of Allentown receives a non-host share of the local share assessment. Specifically, 50% of the local share is allocated to the municipalities, of which 20% is collected by the City (20% of 50% of 2%). See 4 Pa. C.S. §13A63(c)(3)(ii). For the City to receive \$400,000 per quarter in table gaming local assessment share the tables have to produce \$200,000,000 per quarter. In 2022, the averages have been slightly higher.

Among other things, the Act of Oct. 30, 2017, P.L. 419, No. 42, authorized interactive gaming through websites and other forums. Since that enactment, 4 Pa. C.S. §13B53(b)(2) provides for a local share assessment of the tax on the interactive gaming revenue to be distributed to non-host facilities using a formula determined by the Department of Revenue. 2021 was the first time the City received such a distribution.

Finally, the City receives a share of the host fee collected by the Casino's hosts in the amount of \$500,000 per calendar quarter, which is a fixed amount.

2020 and 2021 were turbulent years to make predictions about Casino revenue. In 2019, the average table gaming revenue was \$225,000,000 per quarter. We believe the rate in 2023 is likely to return to the same levels. Furthermore, we received \$922,000 in 2021 for interactive gaming revenue. Therefore, we are estimating conservatively for 2023 as follows:

	Host	Table Games	Interactive	Total		Table Game Rev.
2023 Est.	\$ 2,000,000	\$ 1,800,000	\$ 900,000	\$ 4,700,000		\$ 900,000,000
Q42021	\$ 500,000	\$ 450,000	\$ -	\$ 950,000		\$ 225,000,000
Q12022	\$ 500,000	\$ 450,000	\$ -	\$ 950,000		\$ 225,000,000
Q22022	\$ 500,000	\$ 450,000	\$ 950,000	\$ 1,900,000		\$ 225,000,000
Q32022	\$ 500,000	\$ 450,000	\$ -	\$ 950,000		\$ 225,000,000

(000-6197) Wellness Program \$10,000

Reimbursable wellness expense through Capital Blue, money must be used for wellness activities or to purchase wellness supplies for employees. In the past, this money has been used for Family Fun & Wellness Day, prizes for staff at Risk & Safety Day, and supplies, such as shirt, pens, and bags, with the city logo for employees. Expensed in (000-06-0603-0001-53).

- Fitness/Wellness classes taught by a certified instructor in person or virtual-\$1500.00
- Health fair expenses (safety day) cost for vendor expenses, healthy snacks, prizes etc. - \$5000.00
- Giveaways ICENTIVES (gift cards/fitness trackers/ etc.) \$3500.00

(000-7118) Transfer from Golf (for Debt) \$125,000

Golf Course Loan- Payment 3 of 3

(000-7120) Water/Sewer Lease \$980,651

Water/Sewer Lease Annual Receipt per Lease Agreement \$562,251

LCA 2020 Settlement \$418,400

ARPA Fund Revenues (019)

(019-5217) ARPA Grant \$0

There is no budget in this account. The full amount of the allocation was received in 2022.

(019-6141) Investment Income (\$135,000)

According to the current investment chart, \$469,000 in interest is scheduled to mature in 2023. We expect to reinvest a portion of the cash that will not be utilized in 2023. Our current estimate is \$11,000,000 in two phases, with the first \$5,000,000 reinvested in April 2023 for a term of 150 days at an expected rate of 3% annualized. This will yield approximately \$60,000 in investment income and return in September 2023. We expect the next \$6,000,000 to be invested in May 2023, also for 150 days, yielding approximately \$75,000 at 3% annualized.

(019-6415) Bank Interest (\$24,000)

We expect bank interest to accrue on the funds not invested at a rate yielding approximately \$2,000 per month.

Risk Fund Revenues (081)

(081-6200) Retiree Health Benefit Reimbursement \$1,200,000

This revenue input sees deposits from invoiced and pension deductions from retired city employees. City employees who elect retirement medical are eligible up to age 65. The revenue projections for 2023 are computed using the historical reimbursement trends and adding a conservative 6% increase in healthcare premium increase. This healthcare cost trend is published each year by Price Waterhouse Coopers. The 2023 figures are not published at the time of this document, but initial reporting mirrors the increases identified in 2022¹.

(081-6210) Active Employee Benefit Reimbursement \$624,000

This revenue input is funded by deposits from the active employee payroll deductions for individual and family healthcare monthly premiums. The methodology used for the baseline reviews historical data and adds the same conservative increase for the retiree health benefits reimbursement.

(081-6215) LCA Retiree Health Benefit Reimbursement \$306,000

(081-6220) Inactive Employee Benefit Reimbursement \$54,000

This revenue input is provided to account for the Continuation of Health Coverage (COBRA) reimbursements received.

(081-6418) Interest Income \$10,000

(081-6610) Stop Loss Reimbursement \$550,000

This revenue input is provided to account for our excess medical cost insurance reimbursements, known as Stop Loss. The city is responsible for the first \$250,000 of a high dollar claim after which the Stop Loss insurance will reimburse the city for future medical expenses. There are no lasers or aggregate corridors in the current Stop Loss agreement. The contract with our provide expires annually. This revenue is dependent on medical expenses for individual claims exceeding the \$250k deductible during the award year. Forecasting revenue is difficult and based primarily on prior year(s) trends.

(081-6615) Claims Paid Reimbursement Risk \$72,000

This reimbursement accounts for the payments made to the city that result from aggressive subrogation and restitution actions performed primarily by Risk Management but in close coordination with the

Solicitor's office. This revenue fund uses historical trends to provide a conservative expectation of reimbursements from subrogation and restitution claims initiated by Risk Management.

(081-6690) State Aid Pension \$15,000

Debt Service Revenues (082)

(082-7130) General Fund Transfer In \$8,624,274

The principal and interest on all general and pension obligation bonds transferred out of the General Fund to cover our annual debt service. Expensed from Finance Budget Admin account 000-02-0602-0003-88 Interfund Transfers.

(082-7133) Liquid Fuels Fund Transfer In \$66,726

Pennsylvania Liquid Fuels (PALF) repayment for the 2015 Long Term Bond Issuance which allowed for the funding of CIP 2009 "Public Works Large Equipment" purchases. Payments will continue through 2045 (2016-2045). Expensed from Liquid Fuels 004-03-4741-0001-88 Interfund Transfers.

Equipment Fund Revenues (083)

(083-6660) Transfer from Other Funds (083-6660) \$3,676,802

This account is used to capture the transfer of monies from the General Fund (Finance - Budget Administration) which are used to pay for the proposed equipment to include:

- *Existing vehicle lease payments of \$865,507*
- *The purchase of Police IT Equipment, estimated at \$250,000*
- *Replacement of Computer/IT Equipment, estimated at \$700,000*
- *Purchases of new rolling stock equipment, estimated at \$1,861,295*

General Fund Expenses (000)

General Fund Non-Departmental (000-01)

City Council Narrative (000-01-0101-0001)

This program carries out the legislative function of government and performs activities related to record keeping. Legislative functions include conducting public meetings, maintaining lines of communication with citizens, developing and evaluating policy, and providing legislative oversight.

Record Management includes record keeping, as mandated by law, including keeping of minutes, preparing and retaining legislation, meeting advertising requirements and maintaining the City's Code.

Goal(s):

- To work and support the administrative staff to ensure that public funds are used to deliver quality services in the most cost-effective and efficient manner which will make the city of Allentown a better place in which to live, work and play.
- Conduct strategy and goal setting targets in each major committee.
- To assist in the facilitation, development, and evaluation of city policy.
- To foster citizen awareness, understanding and participation in government.
- To improve communication with other local government agencies representing the City's interest.

Measurable Budget Year Objectives and Long-Range Targets:

- To conduct and give oversight to City business through preparation and attendance of 40 city council meeting, 100 committee meetings.
- To evaluate/develop/facilitate city policy in each of council's standing committees – Public Safety, Community and Economic Development, Parks and Recreation, and Public Works.
- To review and respond to 150 constituent complaints and attend 50 constituent/neighborhood meetings
- To process and file 100 ordinances, 200 resolutions and 65 sets of minutes.
- To organize, prepare and attend 40 city council meetings and 100 committee meetings.
- Conduct the Annual Audit.

City Council Expenses (000-01-0101-0001-*)

(28) Mileage Reimbursement (\$1,063)

Council mileage reimbursement for travel on behalf of the City. Round trip mileage from City Hall to PA Capitol is 170 miles. IRS mileage rate is \$0.625. Cost per vehicle would be \$106.25, estimating 10 trips.

(32) Publications & Memberships (\$485)

For miscellaneous publication costs requested by City Council

(34) Training and Professional Development (\$5,300)

City Council will attend sessions as determined by their interests and approval by Council President – primarily Pennsylvania Municipal League (PML) training.

The Clerk and Deputy Clerk shall participate in at least two training sessions, workshops or conferences related to staff and council priorities.

(44) Legal Services (\$47,500)

Council's Solicitor - \$47,500 -to attend all city council meetings, review agenda and conduct legal review of items pursuant to a majority of council approval. Resolution #PO#225-103891

(46) Other Contract Services (\$215,500)

Charter Mandated Audit –contracted with MaherDuessel, #C01-000005- \$65,500

Contingency funds for legal & other consulting services \$150,000

(50) Other Services & Charges (\$12,500)

Legal Ads for Council and Committee Meetings, Street Vacations, Rezoning, Liquor License Hearings and Special Meetings

(56) Uniforms (\$1,890)

Set of Council Polo Shirts \$30 and Sweaters \$75 -18 each

(68) Operating Materials & Supplies (\$1,700)

City Pins and miscellaneous items not covered under General Supplies \$700

Food costs for various meetings \$1000

Office of the Mayor, Executive Management Program Narrative (000-01-0201-0001)

The Mayor of Allentown is designated by the City's Home Rule Charter as the Chief Executive Officer of the City. The Mayor's Office directs, monitors, and coordinates the service delivery and work product of all City departments. Some of the responsibilities of the department include overall City policy development and coordination, directing and monitoring all City services focusing on efficient and responsive delivery of those services, managing the communication around City services and events, directing management of the City's fiscal policy, responding to constituent and press inquiries, protecting and bettering quality of life for residents, directing the City's authorities, boards, and commissions, and oversees the execution of all bonds, notes, contracts, and written obligations along with City Council and the City Controller.

Programs and Personnel

The Mayor's Office consists of eleven full time and one part time non-bargaining staff: Mayor, Chief Operating Officer, Special Assistant to the Mayor, Executive Assistant, Communications Manager, Marketing and Social Media Manager, Graphic Designer, Grants Coordination Manager, Front Desk Receptionist, Project Manager, Human Relations Officer, and Human Relations Investigator. The Chief Operating Officer supervises the departments of CED, Parks and Public Works on their daily operations. The Special Assistant to the Mayor manages the Mayor's calendar and daily activities, works with City departments to draft legislation for the Administration that will be presented before City Council, and supervises constituent services on behalf of the City and the Mayor's Office. The Executive Assistant serves as a liaison between the Mayor's Office and the public as well as all business, industrial, labor, cultural and educational, social service, and governmental stakeholders. The Communications Manager is responsible for all internal and external communications, including developing effective messaging and communication strategies. This employee works with all forms of media, including press releases and digital campaigns, print materials, social media, audio, video and more. The Communications Manager supervises the Marketing and Social Media Manager, Graphic Designer and Communications-related internships. The Marketing and Social Media manager is responsible for content creation and communication on all City of Allentown social media pages. The Graphic Designer applies art, design, and copy layout skills to create visually engaging concepts such as logos, promotional and branding materials, communication media, and other print and digital materials. The Grants Coordination Manager plans, executes and implements local, state, federal and private grant programing; collaborating closely with city departments, local philanthropic organizations, and businesses to identify potential funding sources to achieve city goals. Responsibilities of the Front Desk Receptionist includes performing routine clerical, secretarial and administrative work in answering telephones, receiving the public, providing customer assistance, data processing, and record-keeping.

Civic Innovation (0006)

This program, managed by the Project Manager position, is responsible for various items created to foster civic engagement both interdepartmentally and among the residents of the City. It also oversees the Allentown Innovation Fund and Civic Engagement fund (in partnership with the department of Community and Economic Development) detailed in the 2023 budget. The Project Manager works under the direction of the Mayor across all City departments to steward projects that deal with interdepartmental collaborations, community engagement, and/or new civic prototypes.

Office of Equity and Inclusion (0005)

This program is managed by the Human Relations Officer position, who is responsible for strategizing best practices for diversity, equity and inclusion both internally and externally along with the help of the Human Relations Investigator, a part time, 30 hr/week position that independently manages moderately to complex, sensitive, and multi-faceted discrimination casework for city residents, bringing investigations to closure rapidly and definitively. The goal of the Equity and Inclusion office is to advance the scope of diversity, equity, inclusion and accessibility within the departments and among external partners.

Goals of the Office

The overarching goals and objectives of the Mayor's Office for the year of 2023 are as follows:

1. Improve communication with residents and stakeholders
2. Promote interdepartmental collaboration
3. Foster civic engagement

To improve both the office and the City's communication with residents and stakeholders, the Mayor's Office will increase the amount of training available to current employees, advance the scope of diversity, equity, inclusion and accessibility within the departments and among external partners, and activate three internships with the focus of this goal. Due to the updates and changes of a new administration, the Mayor's Office staff members are in the process of developing and expanding their roles within the City. It is a priority to give each employee access to various experiences and trainings to advance their careers, while also cultivating their quality of service to both employees and residents. The training and conferences detailed in this year's budget will allow for this necessary development.

Along with development in skillset, the Mayor's Office is looking to advance the scope of diversity, equity, inclusion and accessibility both internally and externally through the Office of Equity and Inclusion. To best serve all City residents, coaching staff and developing policies through this office's lens is crucial. The Mayor's Office also plans to activate three internships to improve the process flow of communications between City staff and residents. One internship will concentrate on increasing efficiency in constituent services and collecting data to better represent the needs of residents, working hand in hand with the Front Desk Receptionist and Special Assistant to the Mayor. The Legislative internship will focus on gathering information on current or upcoming state and federal legislation to further advance the City's services and charter. A Content Internship will focus on building content for City departments such as press releases and relaying consistent messaging for City programs, whose needs vary from brochures to digital art, T-shirts, billboards and more.

Content creation and consistent messaging is also imperative to the goal of developing and promoting interdepartmental collaboration. This objective will rely heavily on the advancement of the Communications team's personnel, training and equipment. The Social Media Manager, Graphic Designer, and Content Intern, managed by the Communications Manager, will focus their efforts on facilitating collaboration within the City. With the scope of the City's communications rapidly evolving, it is also necessary to update the current equipment and obtain new materials that are compatible with the resources and platforms being used today.

Working jointly with the goals of communication and collaboration, the Mayor's Office plans to foster civic engagement through the Civic Innovation program. This program will research, design, and prototype new projects, programs, and policies for the City of Allentown, with its primary objective being to identify opportunities for governmental improvement. Much of its function will involve engaging community-based organizations and resident groups to pilot new ideas and identify policies that need to be disrupted. The Project Manager will spearhead this program and manage the Civic Engagement fund in partnership with the Department of Community and Economic Development. This fund is focused on resident activation and cohesion, with a plan to host four events every month: one in each of the City's main areas (East Side, South Side, West End, and Downtown) and provide childcare, food, and stipends for facilitation by community members.

Mayor's Executive Management Program Expenses (000-01-0201-0001-*)

(0001-04) Temporary Wages (\$28,080)

1. \$9,360.00 for one Legislative Intern (12 hours a week at \$15/hour year-round)
2. \$9,360.00 for one Constituent Services Intern (12 hours a week at \$15/hour year-round)
3. \$9,360.00 for one Content Intern (12 hours a week at \$15/hour year-round)

To continue to best serve the needs of the constituents and City employees, the Mayor's team will also activate three interns for communications, constituent services, and legislative knowledge. One communications intern will be assigned to work with the departments of Parks and Recreation, Public Works, and CED to draft press releases and help coordinate messaging around the services they provide. This intern will work to prioritize the departments following their "busy" seasons (i.e. Public Works in the fall and winter, Parks and Recreation in the spring and summer). This intern will report to the Communications Manager. The Constituent Services intern will be advancing the office's quality of service by helping residents via phone, email and the 311 platform, as well as utilizing the new Tyler 311 system to collect data on the daily needs of residents and better prioritize the City's services and communications around their concerns. This intern will be supervised by the Special Assistant to the Mayor. The Legislative intern will focus on researching state and federal legislation and updating the

Mayor's Office on current or upcoming legislation that will be meaningful or impactful to Allentown residents. This intern will be supervised by the Executive Assistant.

(0001-29) Mileage Reimbursement (\$400)

The Mayor's Office attends significant events such as but not limited to community meetings and press conferences that require staff to use their own vehicles. For every 150 miles each staff member drives, approximately \$100 is needed in Mileage Reimbursement.

(0001-32) Publications and Memberships (\$65,498.72)

The Mayor's Office needs access to media outlets in print and in electronic forms. The following is the list of publications and memberships needed:

1. Pennsylvania Municipal League annual membership dues – \$37,770.24 (from Gen Civic)
2. US Conference of Mayors annual membership dues – \$12,242.00 (from Gen Civic)
3. National League of Cities annual membership dues – \$9,300.00 (from Gen Civic)
4. Sister Cities International membership – \$1,500.00 (from Gen Civic)
5. Periodical Subscriptions- \$562.48
 - The Morning Call, Lehigh Valley Business, Lehigh Valley Live, The Wall Street Journal & The New York Times
6. System for Award Management (SAM) Registration Renewal – 1 staff @ \$399.00
 - The City needs SAM.gov registration to apply for federal funding
7. Grant Professionals Association – 1 staff @ \$225.00
 - The Grants Coordination Manager will require membership to apply for federal funding as well as networking with local and out of state government professionals in the grant management field.
8. Public Notice to Apply – \$1,000.00
 - Some federal grants will also require government entities to post on local newspapers with the intent to apply.
9. Policy Commons – Cities – 1 staff @ \$2,500.00
 - Policy Commons will give us access to over five million pages of in-depth surveys, reports, and research from more than six hundred North American cities and urban agencies.

(0001-34) Training and Professional Development (\$11,245)

The Mayor's Office needs access to various experiences and trainings to develop their careers in the City, while also providing quality service and skills to both employees and residents. The following is the list of training and professional development needed:

1. Grant Professionals Association Conference
 - The conference cost for members is \$695 and the estimated cost of flight, hotel, and travel expenses for 1 staff member is \$2,300. Estimated cost: \$2,995
2. Grant Training – 1 staff @ \$300
 - The Grants Coordination Manager has goals to prioritize professional development to ensure grant management will be efficient and effective.
3. Management and Leadership MIT program – 1 staff @ \$1,200.00
 - The Special Assistant to the Mayor has a wide array of duties that involve managing the Mayor's activities, assisting with cross departmental projects and communication, and supervising employees. Emeritus and MIT offer a 2 month online course on management and leadership, with a focus on developing skills in management, organization, and revisioning structural change.
4. US Conference of Mayors – Estimate \$6,750 (Mayor + 1 staff)
 - The Mayor and one staff member will attend both Mayor's conferences in the spring and fall. Spring and fall registration will cost \$1,500 each. Costs for both the Mayor and one staff member will be about \$3,750 for travel and lodging.

(0001-40) Civic Expenses (\$60,000)

The following is the list of civic expenses needed:

- Contributions to local non-profit civic organizations: The Mayor will choose 12 local organizations (1 per month) to make a meaningful \$5,000.00 contribution. Total cost: \$60,000.00 (moved from General Civic)

(0001-50) Other Services and Charges (\$5,000)

This account will be used for advertising services as follows:

1. Social Media and Advertising Services – \$5,000.00
 - \$3,000.00 for social media advertisements for City run and sponsored events such as but not limited to St. Patrick's Day Parade, Halloween Parade,

Juneteenth, 4th of July, Classics and Cruisers, Lights in the Parkway, Earth Day in the Park, Blues, Brews & Barbecue.

- \$2,000.00 for social media advertisement needs that come up throughout the year such as but not limited to vendor workshops, recreational sport clinics, vaccine clinics, summer concerts, health programs, lifeguarding certification.

(0001-56) Uniforms (\$720)

1. Jackets and outerwear: Each member of the team will need at least one item to purchase from a vendor to represent the City at external events. The cost for one jacket through our City's vendor is about \$60.00 – Cost Estimate: \$720.00

(0001-68) Operating Materials & Supplies (\$6,754.87)

- The following is the list of operating materials & supplies needed for the Mayor's Office:
 1. Materials are needed for meetings with external stakeholder groups and Authorities, Boards, Commissions and Councils – Estimate: \$3,000.00
 2. City of Allentown flags – Estimate: \$2,000.00
 - The Mayor's Office will provide City of Allentown flags for purchase, which will be available at the same cost as what the department will pay through the vendor. Revenue from flag sales goes into acct# 000-6170 Misc Revenue.
 3. Press Folders – \$1,295.00
 - The Communications Manager needs press folders to organize agendas, talking points, and various notes for press releases and public comments. The cost estimate for 1,000 folders is \$1,295.00
 4. Software subscriptions are needed for the Communications and Social Media team.
 - Adobe Premier annual subscription – 1 staff @ \$239.88
 - Canva annual subscription – 1 staff @ \$119.99
 5. Refreshments for visitors of the Mayor and the Mayor's Office – \$100.00

(0001-72) Equipment (\$200)

- The Mayor's Office requires a second microphone for interviews, including a mic pack and lavalier microphone as well as a shotgun mic for press conferences.
 1. Communications-related equipment – \$200.00

Mayor's Office of Equity and Inclusion Program Narrative (000-01-0201-0005)

The objective of the Office of Equity and Inclusion is to drive the administration of the City of Allentown to practice fair and just delivery of all city services and to nurture within our residents and

businesses a spirit of welcoming and accessibility towards all people. Staff will work with both City departments and communities to implement equitable and accessible policies, programs, procedures, and expenditures to make the City of Allentown a community for all. This program will operate with the help of Bank On Allentown and Century Promise to offer insight and tangible benefits for City residents. This year's goals include creating a formal training program for staff around cultural awareness/competency, unconscious bias, micro behaviors, workplace bullying, and creating a sense of belonging. Accessibility will also be a priority for this Office, as it plans to conduct outreach to residents with disabilities and use feedback to create structural and cultural improvements City-wide. To best serve all City residents, coaching staff, developing policies and constructing plans for the years to come through this Office's insight is crucial.

Mayor's Office of Equity and Inclusion Expenses (000-01-0201-0005-*)

(0005-04) Temporary Wages (\$43,659.72)

1 Part-time staff member, 30 hours per week

(0005-26) Printing (\$1,000)

Marketing/Promotional materials, literature

(0005-32) Publications and Memberships (\$1,000)

The Government Alliance on Race & Equity (GARE) works to advance racial equity and increase opportunities for all communities. GARE is building the field of practices to advance racial equity within and through government. GARE recognizes that racial inequities currently exist across all indicators for success, including in education, criminal justice, jobs, housing, public infrastructure, and health, regardless of intent, region of the country or size of jurisdiction. GARE also recognizes the reality that government played a central role in the creation and maintenance of racial equity and did so explicitly for centuries and has done so for 50+ years implicitly via policies and practices that perpetuate inequities, even when they are color-blind or race neutral. Government will continue to perpetuate racial inequities unless there are intentional and strategic interventions that lead to transformation \$1,000

(0005-34) Training and Professional Development (\$10,000)

DEI and Investigation Training – 1 to 2 staff @ \$10,000.00

(Moved from baseline Mayor's Admin training to OEI program baseline training.)

1. The Human Relations Officer and Investigator will need necessary training to gain an understanding of the institutional and psychological processes that impact the way people interact with each other in the context of diversity and inclusion, as well as identifying and adhering to compliance requirements and best practices for investigations from foundational case law to federal regulations.

(0005-40) Civic Expenses (\$70,000)

1. The Century Promise contribution – \$25,000 (moved from CED) This is an innovative educational approach that embeds career exploration, preparation, and experiential learning as part of the academic experience preparing our student to reach their goals, launch careers, and contribute to their communities. ASD (Allentown School District) is a core community asset for providing equitable opportunity to our young people and nurturing the next generation. Our goal is to increase the number of graduate students by 20% leading to a career path.

2020-2021 School year	High School	Grads	Cohort	Cohort Graduation rate	Male graduation rate	Black graduation rate	Hispanic graduation rate	Multi race graduation rate
Allentown City SD	William Allen HS	465	701	66.33%	58.73%	69.89%	64.19%	71.43%
Allentown City SD	Louis E Dieruff HS	392	516	75.97%	70.79%	77.38%	72.83%	100.00%
Allentown City SD	Building 21 Allentown	70	91	76.92%	65.22%	100.00%	71.83%	0.00%

2. Bank On Allentown contribution to the United Way – \$45,000 (moved from CED \$35,000 in 2022). Bank On Allentown is a collaboration between local banks and credit unions, Financial Literally Center of the Lehigh Valley, United Way Greater Lehigh Valley and the City of Allentown to ensure that all residents have the opportunity to be financially healthy. Together, we are working to connect people to safe, affordable, and certified banking accounts. Our members also offer services and educational resources that help empower

people and families to improve their financial capability, health, and independence. United Way serves as a fiscal agent for the initiative by managing the finances of Bank On Allentown. They will provide office and meeting space, and equipment to work with the city and other community partners. They will keep metrics for success and assist in promoting programs as well as write and submit proposals to sustain the Bank On Allentown initiative. Due to the national increase on materials and services, I am asking to increase our Bank On Allentown funding from \$35,000 (previous year 2020) to \$45,000.00.

(0005-46) Other Contract Services (\$10,500)

- I-Sight Case Management software. This software is used by the OE&I staff to facilitate discrimination cases and create an efficient process to track cases and reduce case management risks. The application is designed to reduce administrative burden and significantly reduce risk to the case management and investigative process. I-Sight centralizes all follow up activity, investigative steps, important communication, and any documentation or evidence related to the case. It automates notifications and highly configurable workflow capabilities to help close cases faster while promoting consistency from start to finish. Hosting fee includes 5 named users at \$240 per user per year. Contract #C24-000420.

Mayor's Civic Innovations Program Narrative (000-01-0201-0006)

The Civic Innovation Program will research, design, and prototype new projects, programs, and policies for the City of Allentown. The field of Civic Innovation is broad, but its primary goal is to identify opportunities for governmental improvement. This could mean efficiency, saving the City time or money. It can mean an improvement in customer service, making sure that City processes and policies are human-centric and full of care. Improvement can mean finding innovative ways to meet the goals of the administration- making Allentown a greener City, a more transparent City, a City that offers more opportunities for residents to get involved. Often, Civic Innovation involves new technologies, but it is not always necessary to utilize technology in order to be innovative. The work of Civic Innovation is data-driven and extremely iterative- it seeks to do away with the phrase “it may not be the best, but that’s the way we’ve always done it!” The Civic Innovation program will involve a multitude of stakeholders. It will establish more robust cross-departmental collaborations and work with Boards and Commissions to pilot new ideas. It will involve community-based organizations and resident groups in order to identify policies that need to be disrupted. When the Civic Innovation Program produces a successful pilot, it will work with higher authorities (regional, statewide, national) to bring the project to scale.

Mayor's Civic Innovations Expenses (000-01-0201-0006-*)

(0006-46) Other Contract Services (\$20,000)

Allentown Innovation Fund: This fund will be used to prototype small projects in order to find scalable solutions for departmental problems. Any department can apply with a project proposal and the Mayor will allot funding at his discretion. The department will work closely with the Mayor's project manager to implement the pilot. Estimated cost: \$20,000.00

City Controller Narrative (000-01-0301-0001)

Per the City Charter, the City Controller's responsibilities include:

- Financial oversight of City finances, independent of the Executive and Legislative branches and shall review all expenditures of the Mayor, City Council and City Boards, Commissions and Agencies.
- Review the Annual Budget before approval by City Council and make nonbinding recommendations to the Mayor and to City Council for consideration, if he or she deems it necessary.
- Be present or represented at all Council meetings.
- Perform audits, including performance audits, of the City and any City department, office, authority, board or commission.
- Furnish to City Council, the Mayor, and others, as appropriate, periodic reports of audits conducted.
- Direct internal financial security and loss investigation activities.

With one full time employee, the Controller's office works diligently to fulfill its Charter responsibilities. In 2021, the office produced 51 audits and reviews of City operations. In 2022, to date, 31 audits and reviews have been conducted. These audits and reviews contribute to efficient and effective City operation. The Controller's office also administratively supports the City's \$344 million dollar pension funds.

City Controller Expenses (000-01-0301-0001-*)

(04) Temporary Wages (\$33,240)

Temp wages include resources for our very part time Admin Assist (\$15,000) and three summer interns (\$19/hour x 20 hours/week/intern x 16 weeks x 3 interns = \$18,240). In addition to providing a true

learning internship experience for the students, the program provides valuable insights into the operations of the audited programs.

(26) Printing (\$200)

Managed print services include internal printing, materials for pension board members and internship audit materials.

(28) Mileage Reimbursement (\$100)

Off-site auditing mileage reimbursement

(32) Publications & Memberships (\$779)

Publications and Memberships expenditures support the Auditor's professional development:

1. Institute of Internal Auditors (IIA) (\$75)
2. Association of Local Government Auditors (ALGA) (\$210)
3. Lehigh Valley Association of Certified Fraud Examiners (LV ACFE) (\$35)
4. AuditNet (\$159)
5. Government Finance Officers Association of PA (GFOA-PA) (\$75)
6. National Association of Certified Fraud Examiner (ACFE) (\$225)

(34) Training & Professional Development (\$2,445)

Training and Professional Development pays for the Auditor's CPEs. Some of this professional development is needed to maintain the certified fraud examiner certification while others, in such categories as Accounting and Auditing, Municipal Service Delivery, and Financial Planning and Budgeting, keep the Auditor's knowledge base current.

1. Government Finance Officers Association (GFOA) Seminars & training (\$1,125)
2. Association of Certified Fraud Examiners (ACFE) Webinar (\$20)
3. Microsoft Excel training in data analytics, local Institute of Internal Auditors (IIA) and an additional course as needed to maintain 20 CPE credits as required by the ACFE (minimum required 10 in Fraud, 2 in Ethics). (\$1,300)
 - IIA conference at DeSales (\$130) plus mileage
 - County/City Controller's Office Conference, no mileage (\$15)

(46) Other Contract Services (\$1,275)

Other contract services cover the parking pass fee (\$25) and cost for three interns to park in the government deck (\$100/month x four months).

(50) Other Services and Charges (\$100)

The cost of advertising for the internship program.

(68) Operating Materials and Supplies (\$1,000)

Office operating supplies as needed not provided by central supply and the intern program luncheon and reception.

(72) Equipment (\$100)

Miscellaneous computer peripherals and office equipment as needed throughout the year.

Law Office Narrative (000-01-0501-0001)

The City Solicitor's Office serves as the Legal Department for the City of Allentown. The Office is the legal advisor to the Mayor, the Controller, and all City departments and agencies. It represents the City in all legal proceedings to which the City is a party. The mission of the Solicitor's Office is to provide efficient, timely, and ethical legal services in a cost-effective manner to government, so that the City Administration and all City Departments can achieve their policy and operational goals while advancing the public trust. While we work for the government, we serve the City of Allentown.

A. Core Functions

Our core functions can arguably be summed up by three words:

- Advisor
- Advocate
- Watchdog

Advisor – Per the City Charter the Solicitor's Officer is the legal advisor for the City of Allentown. We review past, present and future actions of the City in light of the law. We advise as to what the law provides. We assist in trying to reach resolutions of issues before those issues get into the Courts.

Advocate - When resolution cannot be achieved outside the Court system, we advocate within the Court system for the City's interests. Multiple City Departments depend upon the Solicitor's office to advance or defend their interests through litigation in the Pennsylvania Court System. Attorneys advocate on behalf of the City for liability defense, property damage collection, tax collection, compliance with

municipal codes (property maintenance, building, zoning, business privilege tax), compliance with the Right to Know Law and RTKL Appeals.

Watchdog- On most issues, the law allows for a wide latitude in how the issue can be resolved. The Solicitor's Office works to keep the debate, discussion, and ultimate action within the boundaries of what the law allows.

These functions overlap a bit, but most if not all of what we do falls into one of these three categories. Advisor. Advocate. Watchdog. We serve these functions through the individuals we have employed within the office and through outside counsel.

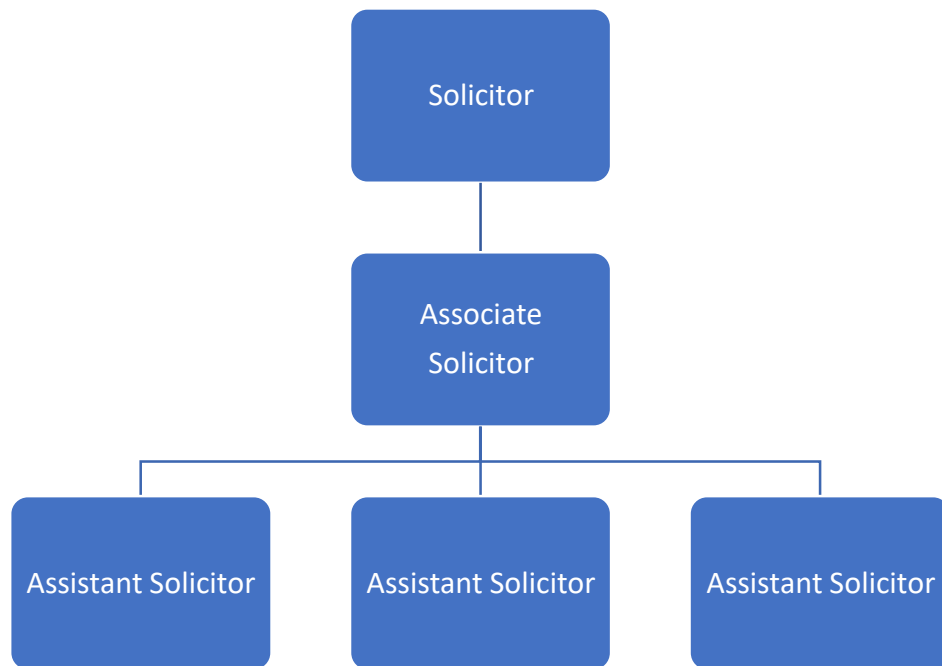
Core Values of Solicitor's Office

- Professionalism
- Efficiency
- Accountability
- Competency
- Ethics/Integrity

B. Current Structure of the Office

1. Solicitors

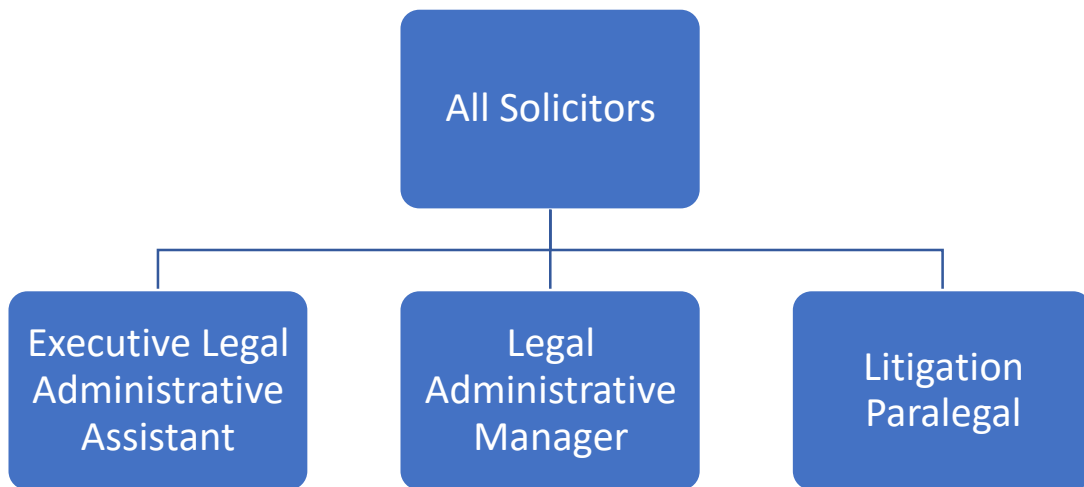
At present the Solicitor's office consists of four (4) non-bargaining full-time attorneys, the Solicitor, Associate Solicitor, and three (3) Assistant Solicitors. At present, one of the Assistant Solicitor positions is vacant.



2. Staff

At present the Solicitor's Office consists of 3 (three) full-time staff members, the Executive Legal Administrative Assistant, the Litigation Paralegal, and the Legal Administrative Manager.

In 2017, a Litigation Paralegal position was added to the full-time staff, bringing the staff to three (3), the Litigation Paralegal and two (2) Legal Administrative Assistants. Under the 2020 Budget, one of the Legal Administrative Assistants was re-classified as an Executive Legal Administrative Assistant. In March of 2020, the RTKL officer was added as an additional staff member, however, the individual hired was a licensed attorney. When the RTKL officer was promoted to full-time Assistant Solicitor, the RTKL position remained vacant. In 2021 the other Legal Administrative Assistant was re-classified as Legal Administrative Manager. In 2022, the office functioned with three (3) staff members, the Executive Legal Administrative Assistant, the Litigation Paralegal, and the Legal Administrative Manager. [See Appendix B](#) for a chart of the Solicitor's Office structure since 2003.



3. Observations

Attorneys staying for shorter periods of time. For most of the last 20 years, the Solicitors Office maintained staffing at 3 full time solicitors. Up until 2015, the solicitors tended to stay with the City for extended periods of time. One attorney hired in the 1980s stayed within the office for approximately 30 years. The three attorneys hired during the late 1990s and 2000s each stayed with the City for an average of about 11 years.

In contrast, of the four attorneys hired in the 2010s who are no longer with the City all left City employment within 5 years of being hired, with an average of the attorneys staying for 3.5 years. Their time within the City did overlap with the legal problems of prior Administration. [Appendix D](#)

The attorney and position job titles are a disincentive for recruitment and retention. For at least the last 20 years, there has been one solicitor, one associate solicitor, and all the remaining attorneys were titled assistant solicitors. Within the legal realm, the term associate typically denotes a lesser status than assistant. It is not clear why the Solicitor's Office has inverted the terms. Efforts in the last few years to correct this were disregarded. In 2022, one of the items reviewed by the job reclassification committee was a retitling of the Associate Solicitor position to Deputy Solicitor. This term is consistent with the terms typically used in legal hierarchies. Council then tabled this change.

Departures ended up in more lucrative private positions. To protect the privacy of the prior Solicitor Office employees, this section can only be expressed in generalities. In general, the departing solicitors from the last ten years left to be in private attorney positions that were more lucrative than their positions within the City.

Current structure does not allow for advancement. As currently configured, there are very limited opportunities for advancement for attorneys in the office, and no opportunities for advancement with the non-attorney positions.

C. CHALLENGES FOR THE SOLICITOR'S OFFICE

City employee illegal conduct. Significant legal failings by City employees, leading to federal prosecution and conviction of these employees, which has diminished the reputation of the City within the legal community, harming the ability to recruit and retain attorneys and staff to work for the City.

City without Limits. As part of the City's continued efforts to move forward from the problematic components of the last decade, the Solicitor's Office has had to shift more resources to its watchdog function to better assist the City in returning to a corporate culture that complies with procedures, rules and law. This has diminished the resources available to serve as an advocate and advisor.

Inexperienced, inadequately trained City personnel. The City has had an ongoing loss of experienced City employees within City Departments. Many of the new employees that have stepped up to fill these positions have been turning to the Solicitor's Office for guidance in their particular tasks.

D. DUTIES OF THE SOLICITOR'S OFFICE – 2023

1. Litigation Obligations on the Solicitor's Office

Outside Counsel for Civil Rights and Employment Discrimination Cases – The City has insurance for: Civil Rights litigation; and employment discrimination litigation. Under the terms of the insurance, these types of cases must be handled by outside counsel approved by the insurance company.

The City has had the civil rights insurance for quite some time; the employment discrimination insurance was just purchased within the last few years. Prior to the City having the employment litigation insurance, employment cases were handled by outside counsel. These cases will continue to require outside counsel because of our insurance requirements.

The budget for these matters has been in Risk. It is unclear why these matters are budgeted within the Risk Department. These claims are entirely legal in nature. Per the Charter, the Solicitor is in charge of the legal affairs of the City. Additionally, the Solicitor's Office respectfully questions why the Risk Department continues to be in the Finance Department. The nature of the Risk Department's work

largely encompasses worker safety, which is more closely aligned with the Human Resources Department. The switch to Risk, ostensibly was a passive way of not addressing, head on, deficiencies within the Human Resources Department. Risk should be returned to HR. The budgeting for these types of claims should be entirely within the Solicitor's Office.

Union Grievance and General Employment Matters – City insurance does not cover union grievance matters and general employment matters. It is anticipated the Solicitor's Office, through both in-house counsel and outside-counsel, will need to be more involved in these matters through 2023.

Negligence (Tort Defense) and Property Damage Collection – Cases where people sue the City claiming to have been hurt physically by City property or personnel, are not covered by insurance. These claims are distinct from those where individuals allege that their Constitutional rights have been violated.

In some instances of negligence, the City's liability is secondary, or a plaintiff cannot produce enough evidence to pierce the City's immunity. In those instances, the City is in a good position to settle the case with little to no contribution from the City. Litigating those cases in-house will save the City significant outside counsel expenditures. Likewise, City initiated property damage collection cases can also be performed in-house and will provide significant savings on outside counsel expenses.

Performing these functions requires an appropriately experienced and trained staff. Retention and recruitment of personnel capable of handling these matters may also be challenging. Additionally, it is anticipated that City advisory in 2023 will require more time than may otherwise be normal. This may diminish our ability to handle the level of cases inhouse that we have been working toward.

Outside counsel that is used for these cases are budgeted for in Risk. As these cases are entirely legal in nature, the budget for these items should be in the Solicitor's Office.

Code Enforcement/SWEEP/Public Nuisance – The Solicitor's Office has increased its involvement in these matters in the last year and half. It is anticipated there will be a further increase in the use of the Solicitor's Office for these matters through 2023.

2. Increase Municipal Board Assistance

The City of Allentown has multiple review and appeal boards and commissions (Tax Appeal Board, Property Maintenance Appeal Board, Planning Commission, Pension Review Board, etc.). Given the above concerns (e.g. "The City without limits"), it is anticipated there will be an increased call for and use of Solicitor's Office legal advice at all board and commission meetings and hearings.

3. Departmental Requests for Legal Assistance

In an effort to establish responsible and legal government, under the direction of the current Administration, it is anticipated that City Departments will increasingly use the Solicitor's Office with requests for review on intended departmental actions ([Appendix C](#)). With a full complement of Solicitors and increased support staff, the Office will be better equipped to make timely responses to departmental requests for legal service. Given the significant deficiencies in the operations of City government that have persisted for some time, this advisory function is critical right now, and will be through 2023.

4. Contract Review

As discussed in the previous sections, the increased Solicitor availability and increased support staff will enhance the Office's ability to review contracts and agreements. Given the concerns raised earlier (e.g., "City without limits"), this function is critical and will be through 2023.

5. Office Structure for 2023

Attached, as [Appendix A](#), is a conceptual breakdown of the functions of the Office and how we are recommended these functions be staffed for next year given the current size of the Office. Of particular note is that we are seeking to designate one of the Solicitors to focus on "Community Advocacy and Public Safety." This Solicitor essentially will be tasked with assisting City Departments engaged in the quality-of-life issues within the City (e.g., Code enforcement, SWEEP, public nuisance).

MID TO LONG TERM CONSIDERATIONS

As suggested above, to a certain extent, the City is in an organizational rebuilding process. This is a significant endeavor that, if done correctly, will likely draw heavily upon the Solicitor's Office for the short-term and into the mid-term.

Part-time solicitors. In the mid to long term, it may be advisable to increase use of part-time solicitors who are assigned to particular tasks. Part-time solicitors receive a set salary. There would be an expected number of hours worked each week, although some weeks might have more and some less. There is no insurance, retirement costs. There is reduced overhead costs (can have sharing of COA Office space). These are appointed positions that require approval by City Council.

Dual-track attorneys. There may be value in establishing a dual track of attorneys: one track seeking to stay in the Office longer term; the second track seeking to stay in the office for a few years to serve the City and gain experience. The tracks could be established through appropriate titles and pay structures.

Internship Program. I would very much would like to implement a program that will provide legal experience to Allentown kids who are in law school. We have begun to implement this, but I would like to see this increase more. It would be in the summer and could also be during the school year. As a corollary, I would like to have a formalized program, or be part of a formalized program, where we can give our Allentown high school and college students opportunities to work within our legal office, to provide them experience in the legal field, and to perhaps encourage them to pursue that path.

Law Office Expenses (000-01-0501-0001-*)

(04) Temporary Wages (\$88,631.55)

Wages for two Part-time Solicitors at 20 hours per week.

(26) Printing (\$800)

(28) Mileage Reimbursement (\$750)

The Law Department anticipates that it will spend \$750.00 for mileage reimbursement.

1. 5 trips to the Federal Courthouse in Philadelphia for City litigation matters. Approximately 648 miles @ \$.625/mile totaling \$405.00
2. Miscellaneous mileage reimbursements \$345.00

(32) Publications and Memberships (\$15,105.88)

1. American Bar Association Membership @ \$270.00 per year
2. Bar Association Membership 5 staff @ \$498.00 totaling \$2,490.00
3. PA Attorney License Fees 5 staff @ \$275.00 totaling \$1,375.00
4. Lehigh County System Access \$300.00 per year
5. Pacer \$200.00 per year
6. West Law Library Plan @ \$84.25 monthly totaling \$1,011.00 per year
7. Bar Association Inn of Court Membership \$750.00 per year
8. Paralegal Certification & Membership \$165.00 per year
9. International Municipal Lawyers Association (IMLA) Membership \$1,190.00 per year
10. The Legal Intelligencer @ \$359.88 per year
11. Pennsylvania Bar Institute – ProPass Online 5 staff @ \$399.00 totaling \$1,995.00
12. Book purchases/renewals @ \$5,000.00 per year to meet the goal of providing high level service to the City by staying current & building the knowledge base of the solicitors through expanding the Law library.

(34) Training and Professional Development (\$18,522.00)

1. Required Annual Continuing Legal Education (CLE) requirements for 5 attorneys \$3,500.00 per year
2. Paralegal Continuing Education requirements 9 CLE's for 1 Paralegal @ \$25.00 totaling \$225.00
3. PELRAS Conference registration \$215.00, lodging \$150.00, travel \$225.00, meals \$120.00 for 2 attorneys @ \$710.00 totaling \$1,420.00
4. Right To Know Training for 8 staff @ \$279.00 totaling \$2,232.00
5. Institute for Paralegal Education for 3 Paralegals @ \$320.00 totaling \$960.00
6. National Institute of Trial Attorneys (NITA) Online Course registration for 3 attorneys @ \$615.00 totaling \$1,845.00
7. National Institute of Trial Attorneys (NITA) Course Live Session registration \$3,000.00, lodging \$300.00, travel \$250.00, meals \$120.00 for 2 attorneys @ \$3,670.00 totaling \$7,340.00
8. Miscellaneous webinars/training courses. The estimated cost is \$1,000.00

(44) Legal Services (\$305,000)

1. The Law Department estimates that it will pay outside counsel \$305,000.00 in legal fees.

2023 OUTSIDE COUNSEL LEGAL FEES FOR OTHER CITY DEPARTMENTS

DEPARTMENT	EXPENDITURES
Treasury	\$7,000.00
Zoning	\$30,000.00
Compliance	\$50,000.00
Human Resources	\$3,000.00
Total	\$90,000.00

2022 OUTSIDE COUNSEL FEES PAID AS OF 8/15/22

VENDOR	MATTER	EXPENDITURES
Dilworth Paxson LLP	Da Vinci Science Center	\$9,700.63
The Kapoor Company	Workforce Issues	\$2,317.50
Bybel Rutledge LLP	Employment Investigations	\$53,041.50
Bingaman, Hess, Coblenz & Bel	Employment Investigations	\$7,419.70
Eckert, Seamans, Cherin & Mellott, LCC Campbell Durrant, P.C.	Special Labor Counsel/General Labor Matters/SEIU Negotiations/2022 Police Contract Negotiations	\$40,714.72
Robert M. Knauer, Esquire David Vaida, Esquire	Zoning Hearing Board Decisions	\$6,570.00
Jared Noah Kasher, Esquire	COA & FOP, Queen City Lodge	\$4,162.50
MacMain, Connell & Leinhauser	Cell Phone Issue	\$408.50
Joshua Mazin, Esquire	Police & Fire Civil Service	\$1,248.00
Plunkett & Graver, P.C.	Allentown Authority Confirmation Deed	\$250.00
Total:		\$125,833.05

2021 LAW DEPARTMENT PAID OUTSIDE COUNSEL FEES

VENDOR	MATTER	EXPENDITURES
American Arbitration Association, Inc. Richard McNeil, Esquire Ralph H. Colflesh, Jr., Esquire	Arbitration Matters	\$6,745.40
Cohen Law Group, P.C.	Verizon & AT&T Wireless Lease	\$6,840.00

Eckert, Seamans, Cherin & Mellott, LLC Campbell Durrant, P.C.	Special Labor Counsel/General Labor Matters/SEIU Negotiations	\$129,393.40
Lamb McErlane, P.C.	Business Privilege Tax Appellate Counsel	\$27,126.30
Thomas M. Caffrey, Esquire	Police & Fire Civil Service	\$6,886.25
Dilworth Paxson LLP	Da Vinci Science Center	\$12,919.78
Dilworth Paxson LLP	Allentown Authority	\$5,389.48
Duane Morris LLP	Employment Investigation	\$15,602.00
Cohen Law Group, P.C.	Broadband Project	\$10,290.00
Fleisher Forensics	Expert Legal Fees for tort litigation	\$12,247.90
Total:		\$233,440.51

2020 LAW DEPARTMENT PAID OUTSIDE COUNSEL FEES

VENDOR	MATTER	EXPENDITURES
American Arbitration Association, Inc. Lynne M. Mountz, Esquire	Arbitration Matters	\$5,069.50
Thomas G. McConnell, Jr.	COA & FOP, Queen City Lodge	\$3,035.00
Campbell Durrant, P.C.	Special Labor Counsel/General Labor Matters	\$41,162.17
Lamb McErlane, P.C.	Business Privilege Tax Appellate Counsel	\$36,525.00
Thomas M. Caffrey, Esquire	Police & Fire Civil Service	\$8,522.50
The Kapoor Company	COVID 19 Financial & Workforce	\$7,042.50
Total:		\$101,356.67

(50) Other Services & Charges (\$34,096)

1. The Law Department anticipates that it will spend \$25,000.00 for filing fees, recording fees, deposition transcription fees, transcripts/records from court depositions and court hearings, and court reporting services. In prior years, most of these fees would have been included in the Risk budget's payment to outside counsel for negligence matters. With an increase in the number of cases being handled in house, these costs have had to be shifted to the Solicitor's Office budget.
2. LexisNexis Subscription @ \$758.00 monthly totaling \$9,096.00 per year (moved from account -32 Publications & Memberships to align with other departments).

(68) Operating Materials and Supplies (\$1,500)

The Law Department has an existing inventory of miscellaneous office supplies that will need to be replenished throughout 2023. The estimated cost is \$1,500.00.

(72) Equipment (\$2,700)

The Law Department will need a new computer setup for new hire, replace at least 2 keyboard/mouse sets and purchase a new desktop printer. The estimated cost is \$2,700.00.

General Fund Finance Department (000-02-0602)

Revenue and Audit Bureau Narrative (000-02-0602-0001)

The Bureau of Revenue and Audit administers the billing policy and procedures for City Real Estate, Residential Trash assessments, Stormwater Utility assessments, Business Licenses and Business Privilege Tax. The program manages the appropriate customer service, cashiering, tax certifications, business applications and account maintenance for both the real estate and business database files, as well as the central source for processing bankruptcy claims, filing municipal liens and providing payoff amounts for claims levied for the benefit of the Solid Waste and Stormwater enterprise funds.

Revenue and Audit is comprised of 16 professionals: the Bureau Manager, Operations Manager, 1 Senior Tax Examiner, 5 Tax Examiners and 8 Clerk III's. The Bureau Manager and Operations Manager have different responsibilities overseeing the functions, staff, and day to day tasks of the Bureau. The tax examiners act as the City's in-house enforcement mechanism for delinquent, general fund tax claims and municipal claims for the above-mentioned funds. Enforcement includes filing civil complaints, obtaining judgments and executing thereupon to levy the personal property of the debtor for recovery of the

delinquent amounts. They are also tasked with engaging in intensive discovery of unregistered business accounts, researching all current and prior case law to ensure tax deficiency assessments are sustainable in court and to detect new sources of revenue relevant to evolving case law. Our Clerk III's are pivotal to the day-to-day functionality of this office and are tasked primarily with customer service, payment processing, creating new business accounts, processing tax certifications, data entry, and administrative record keeping.

Revenue and Audit issues approximately 34,000 City Real Estate invoices each January, generating roughly \$37,870,000.00 in General Fund tax revenue annually. The City also levies a Business Privilege Tax on the gross volume of business transacted within the City of Allentown. Revenue and Audit issues approximately 13,000 Business Privilege Tax invoices, bringing in close to \$9,000,000.00 in General Fund tax revenue annually. Revenue and Audit is also responsible for processing prior years city real estate remittances from the Lehigh County Tax Claim Bureau, business license fees, tax certification fees, prior water and sewer claims, municipal claim recoveries, and the PA Utility Realty Tax.

Our primary focus is to provide quality customer service to the City of Allentown's taxpayers. Our goal is to continually increase the recovery rate of all duly assessed taxes and municipal claims. To do this, we need to repeatedly provide new policies and procedures to automate and increase efficiency, ensuring that we are equitably enforcing regulations.

Revenue and Audit Expenses (000-02-0602-0001-*)

(06) Premium Pay (\$5,000)

Revenue & Audit has faced many staffing difficulties in the current year. To meet the needs of the City there are times where our bargaining unit staff will need to work overtime hours. The budget expense will cover voluntary staff overtime. We approximately expect to offer 36 hours of overtime throughout the year. If every team member elected overtime pay each time we offered overtime, the rate per hour would be \$436. At 36 hours, that would be an expected expense of \$15,705.30, however we have found that certain team members elect compensation time instead of overtime pay, significantly dropping our premium pay expense and we are estimating a cost of no more than \$5,000.

Premium Pay - 000-02-0602-0001-06			
Approx. Bargaining Staff Expense PY			\$ 604,945.00
Hours PY			2,080
Bargaining Unit Cost Per Hour			\$ 291
OT Rate			1.5
			\$ 436
Expected OT Hours			36
			\$ 15,705.30
		Expected 2023 Expense	\$ 5,000

(11) Shift Differential (\$540)

Bargaining unit team members are compensated for shift differential when working in excess of 8 hours in one workday. Team members are paid \$1.50 per each additional hour worked in excess of their normal 8-hour workday. This \$540 will cover the shift differential pay for overtime hours anticipated in 2023.

Shift Differential - 000-02-0602-0001-11			
# of Employees			10
Shift Differential Per Hour			\$ 1.50
			\$ 15
Expected OT Hours			36
		Expected 2023 Expense	\$ 540

(26) Printing (\$600)

(28) Mileage Reimbursement (\$125)

There may be a time where the Bureau Manager and Operations Manager are required to travel to Harrisburg to attend legislative sessions that are relevant to any business affecting the City of Allentown, specifically Revenue & Audit. Although this is a rare occurrence, we need to prepare for this to happen one time in 2023. The distance between Allentown and Harrisburg is roughly 90 miles. Considering the IRS increased the mileage reimbursement rate in 2022 to \$.625 per mile, we expect the reimbursement expenses to be \$125.00.

(32) Publications and Membership (\$2,340)

Some Revenue & Audit staff are members of the Pennsylvania Business Privilege and Mercantile Tax Collectors Association - an organization formed to discuss mutual problems, share experiences, and work toward uniform standards in the administration, enforcement and collection of Business Privilege and Mercantile Taxes. The dues are \$50 per year for active members which include the Bureau Manager and Operations Manager and \$40 per year for associate members which include our 6 tax examiners. Together, this totals \$340. Our staff must be members in order to attend the yearly Business Privilege Tax Conference to network and learn from other members who also collect business privilege tax.

Wolters Kluwer – CCH Answerconnect is a subscription service that catalogs Federal and State legal cases. This online database is continually updated with cases and legal opinions which set precedent for our collection actions and is critical for the success of R&A. The current list price is \$2,000, which gets invoiced in November.

(34) Training and Professional Development (\$5,435)

The above-mentioned Pennsylvania Business Privilege and Mercantile Tax Collectors Association holds a conference each year at a different location within Pennsylvania. The cost to register is \$150 per person and each one of our tax examiners as well as the managers attend. This conference is beneficial because we learn what other municipalities are doing in terms of collections and discovery of new businesses. Any new laws or regulations coming from the state are discussed and it is a great opportunity to network with other jurisdictions so we can collaborate or help each other out with tax issues that arise. The total cost for registration is \$1,200.00 (8 at \$150 each).

Along with the registration costs, there are travel costs in which we should budget for a round trip of at least 360 miles because the conference location varies, and the location is not announced until the following year. In the past, the furthest we have traveled was to Penn State which is 175 miles. This brings our mileage budget to \$225.00 (360 at \$0.625 per mile).

Depending on the conference location, hotel accommodations may be necessary. We will need to budget for 5 rooms and 3 nights. Our estimate is a \$150.00 room charge per night, totaling \$2,250.00.

The conference includes some but not all meals. Estimating \$30 per person, per meal, for 4 meals, we are budgeting for \$960 for food.

Each conference includes an additional networking activity. The estimated cost of this activity is \$100 per person, totaling \$800.

All estimated costs for 2023's Business Privilege Tax Conference bring the total budget for Training and Professional Development to \$5,435.00.

(46) Other Contract Services (\$2,150)

Contract services projected for 2023 would be to retain a stenographer for any Tax Appeal Board hearings. We estimate this to happen no more than 5 times in 2023. The cost to obtain stenographer services is \$150, if we hire one 5 times, that is \$750. In the event we need the transcript, we incur a \$5 per page fee, assuming a transcript is around 100 pages, that equals \$500.00.

Additional services are needed to begin the process of exposing six properties that are severely delinquent to a Real Property Sheriff's Sale. A title search is required at a cost of \$150 per property. The department expects to list six properties in 2023.

(50) Other Services and Charges (\$46,278)

The General Fund court costs in this account are used almost exclusively to file civil complaints against businesses that have failed to pay BPT, after having been duly assessed according to the Local Taxpayer Bill of Rights Act 53 Pa. C.S. §§ 8421-8438.

Most complaints are filed in the Magisterial District Courts (average cost \$205.00). When the City obtains judgment, it transcribes the judgment from District Court to the Court of Common Pleas (cost \$80.90). If the taxpayer fails to settle the judgment at this stage, execution on the judgment is filed with the prothonotary (\$12.50) and service is requested from the Sheriff's Office to levy the taxpayer's personal property (\$200.00), either tangible or intangible.

Costs are recoverable and booked as revenue in account 000-6172 when recovered.

We can determine expected costs by setting a performance goal for the tax examiners to issue 550 assessments in the year 2023. We will also include assessments that carry over from 2022, approximately 100. We can assume 12% of these assessments, for various reasons, will be uncollectable. After removing the uncollectable assessments, history has shown we will need to pursue 20% of outstanding assessments with legal action, starting with a civil complaint, costing \$23,370. We can expect 87% of filed civil

complaints will be paid due to this action. We will need to continue to pursue legal action in the Court of Common Pleas for the remaining 13% costing \$4,100.

[illegible]

We need to increase our 50 (Other Services & Charges) account to accommodate our performance goal of exposing six properties that are severely delinquent to a Real Property Sheriff's Sale. We believe publicly notifying and pursuing this type of action will in turn bring compliance in a timely manner. The sheriff's office and court fees associated with these sales are \$1,600 per property. Advertising costs equate to \$1,200 per property.

This account also contributes \$2,000 to the shared expense of our Lexis Nexis subscription.

(68) Operating Materials and Supplies (\$1,500)

Revenue & Audit needs to maintain daily work function with a variety of office supplies including, counterfeit bill pens, batteries, printer cartridges, calculators, water cooler filters, among other things. We are estimating costs to be \$1,500.

(72) Equipment (\$1,500)

Revenue & Audit expects to purchase one additional workspace desk in 2023.

(90) Refunds (\$350,000)

Revenue & Audit is tasked with processing refunds for overpaid General Fund taxes & fees (City Real Estate Tax, Business Privilege Tax, and Business License Fee). It is nearly impossible to assume the volume of overpaid accounts each year. A contributing factor to our expense increase was the 2022 full year implementation of the lockbox processing center. The City processes City Real Estate payments in 3 ways, directly processed by City Hall staff, through a mortgage upload, and through TD bank's lockbox feature. Removing the mortgage upload from our calculation, which is responsible for 31% of all City Real Estate transactions, lockbox has significantly decreased processing times and is responsible for processing 57% of the remaining City's Real Estate payments. However, because the lockbox processing center is automated and focuses on expediting the payment process turnover time, payments that lockbox receives are processed without being able to review whether the account has already been paid as staff in City Hall are trained to do. This resulted in an abundance of overpayments for City Real Estate in 2022.

As of August 2022, the City's overpaid balance on City Real Estate is rounded to \$362,000. We estimate an additional \$12,000 of business privilege tax to be added to this tally totaling \$374,000.00. Assuming we expend the total 90 account, which is currently \$118,000 in 2022, that will draw down our expected overpayments to \$256,000. While we are working with TD to find a solution to eliminate this issue, we can assume it will not happen in the first half of 2023 and therefore we input an expected 2023 CRE overpayment balance of \$215,000. The expected overpaid Business Privilege Tax figure, totals \$15,000.

With total estimated overpayments of \$486,000 in 2023, we are budgeting for refund expenditures of \$350,000.

Finance and Budget Administration Bureau Narrative (000-02-0602-0003)

The Finance and Budget Administration Bureau is composed of 5 individuals: the Director of Finance, the Deputy Director of Finance, and three financial analysts, each with their own area of focus. The Bureau is tasked with the oversight of all financial affairs of the City, but mainly focuses on creating and supporting the budget, the various funds, bank reconciliations, financial reporting, cash and debt strategies, pension administration, and investments. The Finance Director is the main liaison for financial affairs for the Mayor, the Cabinet, City Council, the Controller, and the public. The Deputy Director

oversees personnel matters and operations. The Financial Analysts support the departmental budgets and internal departmental functions.

The objectives of the bureau for the remainder of 2022 are to hit our goal of 97% accuracy in revenue estimation and 94% accuracy in expenditure estimation in the General Fund. The proposed Zero-Based Budgeting methodology for 2023, which is sponsored by this bureau, should get our accuracy in expenditure predictions closer in line with our accuracy in revenue predictions. One of our 2023 measurable goals is to get within 98% of revenues and expenditure actuals to our 2023 estimates.

The bureau struggles annually with an onerous reporting requirement for all qualified businesses and lessors within the Allentown Neighborhood Improvement Zone (“NIZ”). The Tax Reform Code of 1971, 72 P.S. §8904-B *et seq.*, requires all businesses within a neighborhood improvement zone to certify their State and Local taxes paid in the previous calendar year by January 31 of each year. Within 60 days of the close of any given year, the City and State must also certify the amount and remit payment of all local Business Privilege, Business License, Earned Income, and Local Services Tax collected by or on behalf of the City in the NIZ to a special fund in the State Treasury. This gives the City just 29 days to compile, analyze, reconcile, stress-test, and audit the reports of hundreds of qualified businesses.

The State already maintains an electronic reporting portal so filers of State NIZ certifications can fill out the return online. The City uses paper returns and converts them into an excel document known as the Master List. This process must be brought into the 21st Century. Our primary priority in 2023 is to automate the NIZ certification process.

Finance and Budget Administration Expenditures (000-02-0602-0003-*)

(26) Printing (\$268)

Account is comprised of the managed print services for the department which have historically been around \$300. With the switch to an electronic format for certain reports, we have seen a slight decline in the monthly charge-back.

(32) Publications and Membership (\$1,910)

The various memberships allow for discounted educational opportunities, professional publications, networking opportunities, regional events and other resources.

1. National Government Finance Officers Association (GFOA) – (\$,1440)

- Base membership for (4) individuals is \$840 based on population for: Internal Audit Manager, Finance Director, Finance Deputy Director, Treasury Manager

- Add-on memberships are billed at a rate of \$150/each, for: (3) Financial Analysts*, (1) Accountant, (1) Treasury & Accounting Coordinator. **Note: one Financial Analyst has a free membership for 3 years as a recipient of a GFOA scholarship in June 2022* Membership period runs 5/1/23 - 4/30/2024
2. Regional Government Finance Officers Association (GFOA-PA)- (\$375)
 - Government memberships are billed at a rate of \$75/each, for: Finance Director, Finance Deputy Director and (3) Financial Analysts
 3. Institute for Public Procurement (NIGP) membership - (\$95)
 - Individual membership for Finance Deputy Director, needed for purchasing duties

(34) Training and Professional Development (\$12,000)

Training & professional development ensure that staff has access to the latest information on industry best practices. Inclusive of conferences, online forum, online roundtable discussions and educational webinars

1. GFOA National Conferences - (\$5,000)

We would like to send (2) individuals to the National GFOA conference in 2023. Average total cost for the conference is around \$2,500/per attendee.

2. GFOA Regional Conferences - (\$3,000)

We would like to send (2) individuals to the PA GFOA conference in 2023. Average total cost for the conference is around \$1,500/per attendee

3. Government Finance Officers Association (GFOA) Training sessions -(\$ 2,000)

Staff would like to take part in various online educational workshops offered through GFOA.

These workshops average \$350 per course, examples include:

- Budget Process 101, estimated at \$400
- Fundamentals of Local Government Budgeting: Virtual Training; Estimated at \$500
- Capital Planning and Asset Management, estimated at \$400
- Treasury Management Best Practices, estimated at \$400
- Government-wide Financial Statements and Conversions/Consolidations; estimated at \$100

4. Tyler Conference - (\$2,000)

- We would like to send 1 person to the Tyler Conference to gain insight on upcoming changes to the software & meet with other municipalities who have used this product and learn from their experience. Approximate attendance for one person.

(46) Other Contract Services (\$190,000)

1. Financial Management Consulting Services - (\$15,000)

- NW Financial Group, Contract C07-000050, to establish short-term and long-term financial and managerial objectives that strengthen the fiscal capacity of Allentown's government to administer essential public services.
- Current 3-year contract commenced January 1, 2022.

2. NIZ electronic reporting portal: Other Contract Services (46) (\$175,000)

We plan to allocate \$175,000 in additional funds to our Other Contract Services account. These funds will be available to hire a contractor to design and implement an electronic reporting portal for NIZ. The justifications are as follows:

- The State Senator's Office, the ANIZDA, and the taxpayers and their agents have been pleading with us for years to get up to the same level of automation as the State.
- The automation of electronic reporting would allow for far greater data aggregation and analysis time.
- Consequently, more time would be left to audit variance, which could lead to the City saving money.

(50) Other Services and Charges (\$20,000)

- County and School taxes for City-owned rental properties. \$18,000
\$12,000 is reimbursed by the tenants
- New employee PMRS enrollment fee (\$20 per person) - \$2,000

(68) Operating Materials and Supplies (\$1,100)

1. Water Filter and additional office supplies not provided by central supply
 - Finance splits the cost of filters for the water machine with purchasing and revenue and audit. We estimate that each area will need to purchase 1 set of filters for use in 2023 at \$100.

(88) Interfund Transfer (\$15,904,301)

moved from General & Civic, 000-01-0609-0001-30

1. Transfer to Equipment Fund for 2023 lease payments \$865,507
 2. Transfer to Equipment Fund for fleet purchases \$2,116,295
 3. Transfer to Equipment Fund for Police and IT equipment \$400,000
 4. Transfer to Risk Fund for Property & Casualty program cost \$2,878,908.83
 5. Transfer to Debt Fund for 2023 debt payments \$8,625,212
- \$8,625,212 for General and Pension Obligation Bond Debt Service. An additional \$66,726 will come from Liquid Fuels. Revenue reported under (082-7130).
6. Loan installment 7 of 7 to Solid Waste Fund \$642,858
 7. Stormwater fee for City-owned property \$254,520
 8. Transfer to Hamilton Street Dam Maintenance Fund \$1,000
 9. 6% Trexler Fund Capital Contribution match \$120,000
 - Estimated Trexler fund contribution for 2023 is \$2,000,000. General Fund has a 6% match of the contribution.

Accounting & Financial Management Bureau Narrative (000-02-0602-0004)

Accounting and Financial management performs all activities necessary to ensure proper accounting for financial reporting of all City funds and account groups. Major activities include posting the books of accounts and the preparation of interim and annual financial reports in addition to a variety of special purpose reports. This program administers the City's debt and the Fixed Asset Management systems, and monitors trustee investment activities for City-administered pension plans and invested Sinking Fund Debt Escrow Accounts. This program receives and invests all City funds and administers the City's Cash Management Program. This program also manages the Accounts Payable system for all funds. Additionally, after January 1, 1997, the Home Rule Charter mandates that the payroll functions

shall be part of the budgetary structure of the Finance Department. This program is responsible for the payment of all City wages and pension payments for the three City administered pension plans.

Accounting functions are managed by four (4) full-time accountants, Treasury & Accounting Coordinator and Treasury & Accounting Manager. We record all funds coming into the City according to the Governmental Accounting Standards Board (GASB). We produce Annual Comprehensive Financial Report (ACFR) that meets the Generally Accepted Accounting Principles (GAAP) standards required to receive the Certificate of achievement for Excellence in Financial Reporting from GFOA. ACFR provides a picture of the City's financial position and results of operations. We also comply with the annual single audit requirements. We compute the annual Minimum Municipal Obligation amounts, make the required debt payments, and complete all required filing by all agencies for all city funds.

Furthermore, this program manages the Accounts Payable system for all funds. This is managed by two (2) Accounts Payable Clerks. They process vendor payments on a weekly basis and respond to the Controller office's inquiries. Accounts Payable Clerks also perform daily cash register deposits from the previous day's activity and reconciles monthly P-Card activities.

Every two weeks we process payrolls for all active and retired employees. This is carried out by a Payroll Administrator and Treasury and Accounting Coordinator. They perform entire payroll/pension function for active and retired employees. They file quarterly retirement reports for the Pennsylvania Municipal Retirement System (PMRS), provide information for filing of various state, federal, local, unemployment taxes, and process and file W2s and 1099R Forms.

Our goal is to provide excellent customer service to internal (all employees) and external (vendors) customers. We pride in keeping updated on current changes in accounting policies and tax law changes related to Payroll. In February 2021 we moved to E-Payables; payment to vendors via third party, Paymode-X.

Accounting and Financial Management Expenses (000-02-0602-0004-*)

(02) Premium Pay (\$1,900)

(28) Mileage reimbursement (\$200)

For local one day seminars and weekly visit to TD Bank for bank deposit of petty cash and for change.

(32) Publication and Membership (\$1,650)

1. Government Finance Officers Association of Pennsylvania (GFOA-PA) (\$450)

For 7 Accountants, each membership is \$75

2. Certified Public Finance Officer (CPFO) (\$1,200)
certification offered by GFOA for two Accountants. Annual fee for one is \$600

(34) Training and Professional Development (\$9,792.45)

1. GFOA-PA Conference attendance for three employees: this four-day conference provides current information and training in the field, provides leadership and networking opportunity, and satisfies some continuing education requirement. Conference registration $475 \times 3 = 1,425$, Travel 85 miles to Hershey, PA $\times 3 = 255$, Lodging $516.15 \times 3 = 1,548.45$ Meals and Tips for four days for three employees 864.00 Total cost of \$4,092.45.
2. Pennsylvania Institute of Certified Public Accountant (PICPA): The PICPA Government Conference is a two-day virtual conference that has all the latest updates and changes, for the world of government accounting. It also gives you networking opportunity for any future questions you may have, involving any of the updates and changes. You receive 16 credits for attending the conference which goes towards the 80 credits needed every two years to maintain your CPA certification. The cost for one accountant is \$700, 1,400 for both accountants.
3. Fee for CPA license renewal for two accountants - $\$100 \times 2 = \200
4. Other virtual conference to keep up with the changes in the industry and requirements, attended by all available accountants. \$500
5. Tyler Conference: implementation of new ERP system, we will need the product knowledge for the City's financials. To benchmarks other municipalities who have used this product and learn from their experience. Approximate attendance for two employees \$3,600.

(42) Repairs and maintenance (\$386)

Repairs and maintenance of the Treasury safe.

(46) Other Contract Services (\$33,500)

1. Annual Comprehensive Financial Report submission to GFOA (\$1,000)
2. Cheiron contractual services for OPEB, GASB 67/68 Reports, ACT 205 Forms, and other actuarial services. (\$32,500)

(68) Operating Materials and Supplies (\$1,585)

1. Checks: payroll, pension payroll, versa checks, accounts payable (\$700)
2. Forms: W2, 1099R, 1099NEC, 1099MISC (\$500)
3. Batteries and computer accessories (\$300)

4. Calendars (\$85)

Purchasing Bureau Narrative (000-02-0602-0005)

The Purchasing Department is a key operating function for the City of Allentown. The Purchasing team ensures that all the departments and bureaus are following the proper purchasing procedures. In 2021 we had 39 formal solicitations, 988 purchase orders, 222 blanket po's and 4,584 p card transactions. In 2022 so far, we have had 32 formal solicitations, 444 purchase orders, 189 blanket po's and 1,943 p card transactions.

The Purchasing Department consists of 5 full time non-bargaining staff. The Purchasing Agent oversees the 2 Buyers, Contracts Administrator and Purchasing Coordinator. The Purchasing Agent attends Council meetings to get contracts approved, manage purchasing staff and processes, serves as the p card administrator, processes solicitations, po's, approves all invoices/contracts/po's and updates/writes new policies. The Buyers each have their own departments that they purchase for. Currently our first Buyer oversees City Council, Mayor's Office, Controller, Solicitor's, Finance, HR, Police, Police Communications, IT, Building Standards, CED, Planning & Zoning, Parks, Golf Course, Health and Special Events. The second Buyer oversees Public Works, Engineering, Streets, EMS, Recycling, Fire, Building Maintenance, Traffic, Storm Sewer, Risk and Fleet. The Buyers conduct quotes, bids and processes purchase orders based on their department's needs. The Purchasing Coordinator is responsible for conducting vendor outreaches, conducting solicitations as needed, maintaining vendor information, and updating p cards. The Contracts Administrator primary role is to facilitate contracts for the City. This includes submitting solicitations to council for approval, drafting resolutions, contracts, change orders, amendments, closing out contracts and sending out reminders for expiring contracts.

Due to turnover, the Purchasing Office will have three new employees in 2023 that will need to attend trainings to learn more about public procurement. Our primary goal in Purchasing is to ensure that all the staff know and understand the rules and regulations that the City has to follow. As a result, the Purchasing Department's biggest expenditure is training and development to invest in our staff.

It is our intent to not only provide staff with the necessary knowledge they need to perform the core functions of their job effectively and efficiently, but also to ensure the Purchasing Office productivity level will increase. This is due to staff knowing and understanding the policies and procedures and being able to efficiently and accurately deal with issues that arise. While doing so we hope to decrease the time it takes to process requisitions and change orders. These performance measures will be monitored in 2023.

Finally, the Purchasing Office is looking to ensure we conduct at least 3 vendor outreach events for the year. This will help the Purchasing team to expand the Cities vendor resources to ensure we obtain best price and services. We hope in doing so that we receive more responses to our solicitations and increase the number of vendors that are registered with Public Purchase.

Based on the above, the Purchasing Office's 2023 performance objectives are, ranked in order:

1. Increase the amount of training provided to staff.
2. Increase Productivity; currently it takes 2-3 weeks to process requisitions we are looking to max have it take 2 weeks or less. We also hope to increase the p card revenue by putting smaller purchases on them instead of processing purchase orders, to take it from our previous \$8,885.10 in 2021, \$9,180.00 in 2022 to \$9,500.00 in 2023.
3. Conduct at least 3 Vendor Outreaches.

Purchasing Expenses (000-02-0602-0005-*)

(32) Publications and Memberships (\$1,425)

1. Memberships: The Purchasing Office has memberships that are crucial for the positions. Those include:
 - PAPPA 5 staff at \$15.00 totaling \$75.00
 - NIGP 1 staff at \$190.00, 4 staff at \$90.00 totaling \$550.00
2. Centralizing the expenditure for the city's Amazon Prime business account. In previous budget years, this cost was split among the bureaus that were the heaviest users of the services. In 2023, the General Fund portion will be placed in the purchasing budget. \$800 has been moved from the various General Fund budgets noted below; \$100 will remain in both the Solid Waste and Golf Funds for their portion of this service

Distribution	Dept / Bureau	Fund	Amount
000-03-0707-0001-32	Building Maintenance	General	\$ 100.00
000-03-0716-0002-32	Streets	General	\$ 100.00
000-04-0802-0001-32	Police Operations	General	\$ 100.00
000-04-0808-0002-32	Tehnical Services	General	\$ 100.00
000-05-0803-0002-32	Fire Admin	General	\$ 100.00
000-07-0604-0001-32	IT	General	\$ 100.00
000-08-0905-0002-32	Parks-Recreation	General	\$ 100.00
000-09-0908-0001-32	Health Admin	General	\$ 100.00
085-03-8005-0001-32	Recycling (p.1)	Solid Waste	\$ 100.00
091-08-9001-0001-32	Golf Maintenance	Golf	\$ 100.00

(34) Training and Professional Development (\$14,412)

1. Various Workshops: These are crucial for the Purchasing Office to ensure that they learn more about the processes and procedures on public procurement. NIGP Core Certificate:
 - Foundations of Sourcing and Contracting 1 staff at \$600
 - Procurement Jump Start Bundle 3 staff at \$249 totaling \$747
 - The Procurement Cycle: Three Phases 3 staff at \$75 totaling \$225
 - Contract Management and Performance 1 staff at \$445
 - Effective Contract Management 1 staff at \$100
 - Competency Module: Enabling Regulations and Compliance 3 staff at \$165 totaling \$495
 - There are limited courses out right now and we plan to spend \$2,000 more on workshops.
2. NIGP Forum: Estimate \$5,600 (2 staff members) This conference allows for staff to learn how other entities conduct public procurement in their sector. While also taking courses to ensure we are staying up to date on new information and trainings.
3. Area 2 Conference: Estimate \$4,200 (3 staff members) This conference allows for staff to learn how other entities conduct public procurement in their sector. While also taking courses to ensure we are staying up to date on new information and trainings.

(50) Other Services and Charges (\$200)

1. Federally Funded Bid/RFPs: In the event we need to put a solicitation in the paper we allot a small dollar amount to cover the expense.

(56) Uniforms (\$138.90)

1. Fleeces: Anticipate purchasing one for each new staff member estimating to spend \$138.90.

(68) Operating Materials and Supplies (\$2,495.66)

1. Office-type supplies: The purchasing office has an existing inventory of specific pens, notebooks and other miscellaneous office supplies that will need to be replenished throughout 2023. The estimated cost is \$700.
2. Air Purifier: The purchasing office needs to maintain their air purifier by purchasing filters the estimated cost is \$91.97.
3. Water Machine: The purchasing office splits the cost of filters for the water machine with finance and revenue and audit. We estimate that we will need to purchase 1 set of filters the estimated cost is \$98.79.
4. Bulletin Board: Is needed in one of our offices and the estimated cost is \$64.90.

5. Items: We are looking to purchase items that can be given out for vendor outreaches and other events that purchasing attends. These items may include things like Sunglasses, Pens, Fidget Spinners and Magnetic Food Sealing Clips. The estimated cost for this is \$1,205.00.
6. Table Cover: This will be for out events that we attend or host that will allow us to properly represent the City of Allentown Purchasing Department. The estimated cost for this is \$335.00.

(72) Equipment (\$8,100)

1. Desks/Overhead Storage: the office furniture that we have currently was handed down to purchasing or are years old and falling apart. We would like to request four sets for the purchasing office to upgrade their old materials. We are estimating this to cost \$8,000.00.
2. Logitech Keyboards: Anticipate needing to replace at least two keyboard/mouse sets estimated cost is \$100.00.

General Support Services Bureau Narrative (000-02-0602-0006)

General Support Services helps fulfill the mailing, printing, design and office supply needs of the City and all its respective departments and affiliates. It consists of two (2) Union employees, a Graphic Design Specialist and Inventory Control Clerk, who work in tandem to help provide these necessary and logistical services on a regular basis.

The Inventory Control Clerk is mainly responsible for organizing all incoming and outgoing mail, packages and inventory. They maintain and organize all inventoried stock of office supplies as well as envelopes for all City Departments and Bureaus. To date in 2022, there have been 101 supply orders. They help to coordinate and process all City mailings, billings and any other dissemination of City materials and adhere to the guidelines of various shipping services from USPS, FedEx and UPS to do so. There are multiple machines they must utilize and maintain to perform said duties such as the postage meter machine, mail inserter and mail slicer. In the last calendar year to date, the Mailroom has processed 114,031 pieces of mail for a total cost of \$78,224.71 in total postage. This does not include our Presort mailings which consist of the largest billings such as the City Real Estate and Business Privilege Tax, both current and delinquent.

The Graphic Design Specialist is mainly responsible for designing and printing various internal as well as external City forms, stationary, brochures, booklets, posters and more. To do so they must utilize various design software such as Adobe Photoshop, Quark Express, Fiery Command Workstation, Fiery

Impose / Compose, Kofax PDF Editor and Microsoft Publisher. There are also several machines and copy units that the Specialist must become familiar with, maintain and utilize to perform these functions for the City. These include a production black & white copier and color copier, both with punching, folding and binding capabilities. An Automatic Programmable Cutter, GBC and Thermobinding Equipment as well as a production grade folding machine. In 2021 the Printshop was responsible for running an approximate 591 black and white print jobs and 934 color. In 2022, those numbers have already been eclipsed in just 7 months with a total of 1063 black and white orders and 1163 in color. In addition, so far in 2022, we've completed 110 designs while working closely with the Mayor and his staff as well as several City Departments to provide both our employees and the citizens of Allentown with much needed information and advertising of City events as well as internal forms for City logistics and usage.

Overall, the goal of our team remains consistent to years past:

Provide the City and its citizens with premium services while also finding ways to save taxpayer dollars through efficiency and careful planning. We do so in ways that seem small in scale but end up large in scope. For example, utilizing best design and mailing practices to maximize cost and efficiency with usage of paper, envelopes, supplies, toner and postage. We also try hard to maintain our shop and its necessary components and machinery to reduce any outside upkeep or maintenance.

With the above in mind there are some concerns with rising costs that will be reflected in the numbers below.

General Support Services Expenses (000-02-0602-0006-*)

(24) Postage and Shipping (\$175,000) *

For City-wide mailing *Increases anticipated from USPS in 2023

(26) Printing (\$74,948)

1. City-wide Envelopes, est. includes a 5% increase over 2022 for anticipated supply cost increases - \$20,200
2. Color copier Lease & Maintenance Agreement-City-wide- \$20,500
3. Color Copier Overages - \$16,500
4. Black & White Copier Lease & Maintenance Agreement (C07-000059)
\$1,479.00/month includes 75,000 impressions/month
Additional copies billed quarterly at \$0.004 each.

(30) Rentals (\$1,500)

Rental of postage machine

(42) Repairs and Maintenance (\$7,811)

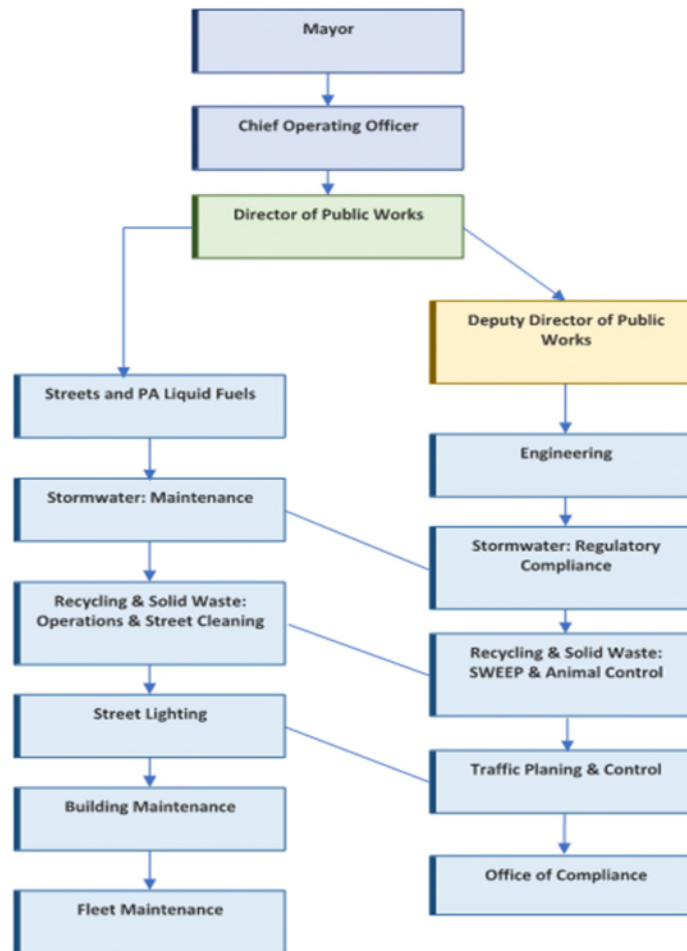
1. Mail Machine - \$1,500
2. Mail Inserter - \$1,600
3. Envelope Slicer Repairs - \$600
4. Cutter Maintenance - \$1,011
5. Folding Machine Maintenance - \$1,250
6. Cover Bind Annual Maintenance Agreement - \$1,850

(68) Operating Materials and Supplies (\$35,555)

1. 8 ½" x 14" 20lb. Copier White Paper - \$200
2. Miscellaneous Stock Paper - \$12,000
3. NCR Paper - \$2,000
4. Binding Combs - \$100
5. City-wide Office Supplies - \$20,000
6. Thermobind Covers - \$1,000
7. Photoshop for Graphic Design Specialist - \$255

General Fund Department of Public Works Narrative (000-03)

The Department consists of 181 employees with 156 Full Time Positions, 8 Part Time Positions and 17 Summer/Interns. Within the Department is the Bureau of Engineering, Streets (including Liquid Fuels and Fleet), Stormwater, Recycling & Solid Waste, Traffic Control, Building Maintenance and Office of Compliance



Public Works provides daily services that effect the everyday quality of life for our residents by providing comfort, health, and convenience with many services such as:

- Providing safe streets for travel
- Street cleaning year round
- Designing and installing stormwater BMPs to improve water quality in the streams and rivers
- Provide safe drinking water
- Picking up trash and recycling
- Services such as document shredding and electronics recycling
- Monitoring traffic flow and effectiveness
- Enforce safe sidewalks
- Street lighting
- Street signs and traffic flow

And so much more...

Public Works- Director's Program Expenses (000-03-0701-0001)

The Director's Budget consists of the personnel costs for the Director of Public Works and the Deputy Director of Public Works. It also includes memberships and training. Overall, the Director's Budget has decreased \$868.00 from the 2022 Final Budget Amount.

(0001-28) Mileage Reimbursement (\$50)

Provides for the mileage reimbursement for any meetings, normally through the turnpike fees.

(0001-32) Publications and Memberships (\$915)

Provides for both the Director & Deputy Director to maintain professional memberships through PennDOT Publications, American Public Works Association (APWA) Membership and American Society of Civil Engineers (ASCE) registry.

(0001-34) Training and Professional Development (\$10,250)

Provides for training with the American Society of Civil Engineers (ASCE) National Convention, American Public Works Association (APWA) Annual Congress & Expo and APWA Snow Conference Training. There is an increase in the training budget to allow professional development for both the Director and the Deputy Director or for other staff within Public Works as the Director sees fit. Currently there are no training opportunities that the Director is aware of.

Director's Office of Compliance Program Narrative (000-03-0701-0002)

The Office of Compliance is responsible to administer, oversee, evaluate, and enforce compliance of the Allentown Water and (Sanitary) Sewer Utility System Concession and Lease Agreement (CLA) and the Operating Standards (OS) policies and procedures set forth from the City. The Office of Compliance advocates for fairness, serves as a source of information and support, and acts as a conduit between Lehigh County Authority (LCA) and the City. Overall, the Office of Compliance has increased \$39,574 from the 2022 Final Budget Amount.

Office of Compliance Program Expenses (000-03-0701-0002-*)

(0001-04) Temporary Wages (40,910)

This expenditure is for (1) summer intern to work with the compliance staff to do the archive work. This also includes (1) Part Time Confidential Clerk for the Office of Compliance to complete the work that the current Office Manager in Building Maintenance is taking care of. The Office Manager in Building Maintenance will return 100% to Building Maintenance to assist the Facilities Manager.

(0002-28) Mileage Reimbursement (\$50)

Provides for the mileage reimbursement for any meetings, normally through the turnpike fees.

(0002-32) Publications and Memberships (\$445)

Provides for both Compliance Officers to maintain professional memberships for American Public Works Association (APWA) and Eastern Operators Association.

(0002-34) Training and Professional Development (\$1,500)

Provides for the training of (2) Compliance Auditors for the Treatment Plant Operator (TPO) Certification and training and American Water Works Association (AWWA) Northeast District semi-annual conferences.

(0002-42) Repairs and Maintenance (\$500)

Provides for the payment of Risk Management vehicle claims under \$500.

(0002-46) Other Contracted Services (\$40,000)

Provides for the Consultation and Engineering for the Compliance Office.

(0002-56) Uniforms (\$460)

This account covers the cost of replacement uniforms for the Compliance Office staff.

(0002-68) Operating Materials and Supplies (\$172)

Provides for the purchase of archival boxes and paper regarding the LCA Lease Concession.

(0002-90) Refunds (\$10,000)

Provides for refunds through the Water Sewer rebate program.

Engineering Design, Permits and Inspections Narrative (000-03-0702-0001)

The primary functions of the Engineering Bureau are to provide: professional services including infrastructure capital project design and construction administration; subdivision and land development review and public improvements security administration; public improvements inspection services, design drafting, professional surveying capabilities to support the development and construction of the numerous infrastructure projects undertaken by the City and private development within public rights of ways; review of private development building permits for compliance with City Ordinances and Codes; and maintenance of permanent records of the City's infrastructure as required by State Law under the Third-Class City Code. Engineering activities include survey, design, contract document preparation, construction administration, inspection of all City streets, curbing, sidewalk, and ADA handicap ramp work, utilities, bridges, bridge rehabilitation, review of subdivisions and land developments and public improvements cost estimates, drafting all City as-built plans, curb grade plans, and block plan updates reflecting infrastructure improvements within the City. Maintain and update the Official City Maps and multiple layers of the City GIS mapping system. Overall, the Engineering's budget has increased \$29,320 from 2022's final budget.

(06) Premium Pay (\$11,500)

Provides for the overtime for seven Engineering staff to survey or assist with snow operations in the winter months.

(26) Printing (\$2,362)

2023 Managed Print Service for unit Y7775, cost is estimated per IT

(28) Mileage Reimbursement (\$50)

Provides for the mileage reimbursement for any meetings, normally through the turnpike fees.

(30) Rentals (\$13,800)

Account includes the City's lease agreement for access to the Hamilton St Dam and the bureaus lease for its OCE Plotter. There was an increase to this account to account for the OCE Plotter Lease, as it was previously budgeted under 000-03-0702-0001-26.

(32) Publications and Membership (\$1,430)

Provides for the membership to various Engineering entities including (4) American Public Works Association (APWA), various magazine subscriptions, (1) CDL reimbursement, (1) Sewage Enforcement Officer, (1) International Society of Arboriculture Recertification, (1) ISA Membership and Chapter dues for the City's Arborist.

(34) Training and Professional Development (\$5,450)

Includes training for the Bureau of Engineering including (1) Professional Engineer (PE) for the City Engineer, (1) Professional Land Surveyor (PLS) for the Chief Designer/Surveyor, (2) Sewage Enforcement Officer (SEO) Training for the Deputy Director and the Chief Designer/Surveyor, and for (1) ISA Arborist continuing education courses to obtain credits required for staff to be able to renew their professional licenses and certifications. For (3) Construction Inspectors for training courses covering the topics of construction inspection of erosion and sedimentation control and post-construction stormwater management facilities. Includes training for (1) construction inspector to obtain certification from the American Concrete Institute (ACI) and attend the APWA Construction Inspection Seminar. Training includes costs associated with a staff member attending the APWA Snow Conference.

(42) Repairs and Maintenance (\$6,150)

Provides for Microfiche maintenance, \$2,000 towards the payment of Risk Management vehicle claims under \$500, and survey equipment calibration maintenance.

(46) Other Contract Services (\$56,400)

Provides for a Consultant Survey Service and Vehicle GPS units for the department vehicles.

(50) Other Services and Charges (\$4,539)

Provides for the cost of liens on properties for costs incurred by the City to complete curb and sidewalk replacement at locations served with notice to install or replace curb and sidewalk but failed to do so.

(54) Repairs and Maintenance Supplies (\$1,000)

Provides for the purchase of various supplies such as paint, survey stakes, etc. for survey employees.

(56) Uniforms (\$3,040)

This account covers the cost of replacement uniforms for both Bargaining & Non-Bargaining staff.

(68) Operating Materials and Supplies (\$33,575)

Provides for the purchase of field books and plotter paper, batteries and other office supplies not furnished by the mailroom. An increase to this account is for the AUTOCAD Maintenance/Support/Licenses that was moved from Account 42.

(72) Equipment (\$3,311)

For the purchase of a new time clock system for the Engineering Department.

(90) Refunds (\$1,000)

Refunds for curbing & sidewalk billing and excavation.

Fleet Maintenance Operations Narrative (000-03-0704-0001-)

This program provides for the service and repair of all City owned/leased motorized vehicles and equipment via a contract with a private vendor. It includes a computerized Fleet Management System and accountability/acquisition of fuels. This program performs state inspections, road service, lubes, painting, and rebuilding of component parts for vehicles and equipment. It also stocks and issues computer-tracked parts, makes repairs due to accidents, performs welding for the fleet. This program performs intensive preventative maintenance on over 600 vehicles and extensive rebuilding/refurbishing of select vehicles, while providing 24-hour standby support. Overall, the Fleet budget has increased \$1,239,337 from 2022's final budget due to the reasons stated above.

(20) Power (\$0)

Expenditure moved to 000-03-0707-0001-20

The city is moving to centralize its Electric power under Building Maintenance. To that extent, \$25,400.00 has been budgeted in Building Maintenance to cover 2023 electrical costs for the fleet portion of the Municipal Garage Complex, the fuel pumps at 2100 Linden Street and the Streets Fuel Island.

(26) Printing (\$3,600)

Provides for the purchase of City Seals and Fleet numbers for all City vehicles.

(28) Mileage Reimbursement (\$500)

Provides for the purchase of EZ-Passes to be used by various City personnel for meetings or trainings.

(30) Rentals (\$145,292)

Municipal Garage rental Contract C12-000048 with Lehigh Northampton Airport Authority. Expenditure was previously budgeted under General & Civic (000-01-0609-0001-30).

- January-October 2023 at 12,057.43 mo.
- November-December 2023 at 12,358.86 mo.

(32) Publications and Membership (\$185)

Provides for the (1) membership to American Public Works Association (APWA).

(42) Repairs and Maintenance (\$71,979)

Provides for the Non-Target and emergency overtime costs incurred with the contracted vendor for the City garage. This also includes various repairs to equipment owned by the City at the garage.

(46) Other Contracted Services (\$2,917,383)

This account increased to account for the contract with King George, a cost has also been budgeted for the contract. This account provides for the underground storage tank inspections and above ground storage tank as needed.

(50) Other Services and Charges (\$360)

Provides for the above ground storage tank registration fee at the City garage.

(54) Repairs and Maintenance Supplies (\$250)

Provides for various fleet supplies.

(62) Fuels, Oils and Lubricants (\$1,717,000)

As the City is moving to centralize its Natural Gas expenditures under Building Maintenance, our projected expenditure of \$ \$44,982.00 has been moved to Building Maintenance to cover 2023 UGI costs for the Municipal Garage at Vultee St and the Garage Backup generator

There was an increase of \$863,910 for fuel for City vehicles.

1. 240,000 gallons Unleaded Gasoline, estimated at \$4.25 per gallon
2. 150,000 gallons Diesel Gasoline, estimated \$5.00 per gallon
3. 10,000 gallons Winter Fuel Reserve, estimated 5.00 per gallon

(66) Chemicals (\$8,040)

Provides for the purchase of DEF fluid for 24 fill ups, estimated at \$335 per fill up.

(68) Operating Materials and Supplies (\$375)

Provides for fire extinguisher service replacements.

(72) Equipment (\$4,347)

Provides for the purchase of an air dryer for the nitrogen system.

Building Maintenance Operations Narrative (000-03-0707-0001-)

This program is responsible for the preventative maintenance, repairs, and construction of all City owned buildings. Building Maintenance functions include general housekeeping and provisions for the health and safety of the public and employees. In addition to the warehousing and distribution of janitorial supplies and copy paper, this program is also responsible for the issuance of keys to all City facilities. *With the 2023 proposed budget, the city will be centralizing the payment of PPL and UGI invoices for the various City owned buildings under Building Maintenance. Repairs & renovations as needed to city-owned rental properties have been moved from General & Civic into Building Maintenance for 2023.* Overall, the Building Maintenance budget has increased \$1,035,199 from 2022's final budget.

(04) Temporary Wages (\$115,035)

(3) Part Time MWI Custodians

(3) Summer Laborer at \$15/hour budgeted for 640 hours, to assist with simple office tasks and preparing the documents from various City departments to be shredded.

(06) Premium Pay (\$66,500)

Provides for overtime for call outs and other scheduled work within Building Maintenance, (13) Bargaining and (2) Non-Bargaining overtime.

(20) Power (\$472,719)

The city has moved to centralize its Electric power under Building Maintenance. For that reason, this account has increased by \$245,599 over 2022. This is due to both increased costs and the addition of 12 PPL account expenditures that were previously budgeted throughout various General Fund accounts.

(26) Printing (\$177)

2023 Managed Print Service for unit Y7751, cost is estimated per IT.

(28) Mileage Reimbursement (\$50)

Provides for the mileage reimbursement for any meetings, normally through the turnpike fees.

(30) Rentals (\$10,000)

Provides for snow equipment rental and a crane rental for the HVAC replacements.

(32) Publications and Memberships (\$1,135)

Provides for (1) membership to American Public Works Association (APWA), (3) Master license reimbursements, and (5) CDL reimbursements.

(34) Training and Professional Development (\$2,400)

Provides for HVAC and electrician training that will be determined next year.

(42) Repairs and Maintenance (\$203,880)

This account has increased largely due to the garage door repairs at a cost of \$50,000 which was moved from Account 46. An increase for All State Fire protection was increased from \$2,490 to \$6,080 and Elevator maintenance and call outs was increased from \$15,725 to \$18,725.

(46) Other Contracted Services (\$295,580)

Capital Needs Assessment moved from Planning, 000-09-0902-0001-46, to contract with a firm to complete a feasibility study on the status of *city buildings* and the cost of needed repairs. This was approved for \$100,000 as part of the 2022 budget. CED is planning on issuing the RFP for this in 2022. However, if the contract is not awarded by the end of 2022, money will be needed to complete the project in 2023 under Building Maintenance. If money for the project is encumbered by the end of 2022, this is

not needed; Building Maintenance will take over administering/overseeing the contract. The estimated cost of this project was increased from \$100,000 in 2022 to \$250,000 in 2023, which is presumed to be a more accurate projection. This study is important as the city is currently undergoing a revamping of the 5-year capital plan. Cost has been estimated at \$250,000. The cost to replace the fire panel at Bridgeworks which is a safety appliance that commercial buildings are required to set into motion several tasks that could save lives and minimize property damage at a cost of approximately \$25,000. The fire control panel controls the fire alarm and sprinkler system. This account also covers the monthly window cleaning contract for City buildings.

(50) Other Services and Charges (\$1,975)

Provides for elevator and boiler certifications and miscellaneous permits as needed for repairs.

(54) Repairs and Maintenance Supplies (\$173,000)

Provides for maintenance supplies such as paint, filters, paper towels & toilet paper, custodial supplies, carpet, interior renovations, etc. Provides for \$15,000 to scrape the loose paint and repaint the ceiling in the garage at City Hall and \$30,000 to upgrade our City buildings to LED lighting.

(55) Property Repairs (\$140,000)

Repairs & renovations as needed to city-owned rental properties; moved from General & Civic (000-01-0609-0001-30). Funds would go towards contracting out improvements on four residential properties: 145 Springhouse, 250 Springhouse, 2601 Fish Hatchery Rd, 2302 Park Drive. The exact work will be determined based on quotes received from outside contractors. This would be about \$35,000.00 per home.

Scope of Work: Repairs to three City-Owned Residential Rental Properties

250 Springhouse Road Allentown PA 18104

1. *Remove current wooden porch railing approx. 15' long. Replace with new porch railing spanning the length of the porch and handrail. Porch railing is approx. 24' long. Hand railing along steps is an additional 4' long. Preferable material is wood. Paint newly installed porch railing dark green.*
2. *Repair broken concrete around cellar door.*
3. *Remove 8' of garage gutter and replace with 16' of half round gutter.*
4. *Install 8' section of half round gutter and 4' downspout and 2 elbows to window covering.*

5. *Remove wooden hinged storm shutters on first floor windows. Replace with decorative plastic shutters that attach to exterior concrete all. There are seven windows for a total of 14 shutters. Shutters are 57" high x 14.5" wide. Preferable color for shutters is dark green to match porch colors.*
6. *Wrap exterior window trims with aluminum coil stock. There are 7 first-floor windows that are 57" high x 30" wide. There are 2 second-floor windows at approx. size 30" high x 30" wide.*
7. *Assess porch roof for repairs as needed. Porch roof is approx. 44 ft long x 10 ft wide.*
8. *Cap roof corner with aluminum coil stock and paint. See picture.*
9. *Remove two basement window covers and install new ones.*

2302 Park Drive Allentown PA 18103

1. *Replace white stucco on exterior wall*
2. *Replace and paint tongue and groove floorboard as needed*
3. *Cap soffits and install new fascia around house as needed. House is 40 ft on side and 51 ft in front*
4. *Fix concrete on side porch steps*
5. *Assess chimney for repairs as needed.*
6. *Assess sunroom roof for repairs as needed. Roof is approx. 24 ft. x 22 ft.*

2601 Fish Hatchery Road Allentown PA 18103

1. *Install 100 ft split wood railing on concrete next to house.*
2. *Assess and repair chimney as needed*
3. *Asses and repair roof as needed*
4. *Repair gutter on exterior of house*

(56) Uniforms (\$11,440)

This account covers the cost of replacement uniforms for both Bargaining & Non-Bargaining staff.

(62) Fuels, Oils and Lubricants (\$264,077)

The city has moved to centralize its Natural Gas expenditures under Building Maintenance. This account has increased by \$128,477. This is due both increased costs and the addition of 5 city UGI expenditures previously budgeted throughout various General Fund accounts

(66) Chemicals (\$6,200)

Provides for the purchase of salt for City properties and sidewalks, chemicals for the HVAC units and propane.

(68) Operating Materials and Supplies (\$36,000)

Provides for the purchase of office supplies not supplied by the mail room, copy paper for all City offices, PPE, flags, tools, etc.

(72) Equipment (\$75,811)

Provides for the purchase of repair parts, tools over \$1,000 and \$25,000 for emergency equipment replacement for the HVAC units, boilers, hot water heaters, etc. Also provides for the purchase of a new Time Clock System for the Building Maintenance staff. Account also includes the cost to have HVAC units installed at Bridgeworks and Streets at a cost of \$32,000.

Street Maintenance Narrative (000-03-0716-0001-)

This program is responsible for the paving and reconstruction of streets, alleys, and the restoration of utility cuts and trenches, repair of sinkholes, frost boils and potholes, crack-sealing, shaping unimproved streets, and minor maintenance of bridges. Coverage is also provided for a variety of civic service projects and for any emergency situations. This program incorporates all phases of salting, pre-wetting of City streets prior to a snowstorm event, sanding, plowing and snow removal with 24-hour coverage during the winter season (November to April). This program includes hand sweeping by City crews of City streets, alleys and certain posted areas which are not a part of the automatic sweeping program. The Streets Department is responsible for the entire removal of leaves from the city streets. Overall, the Streets budget has decreased \$7,448 from 2022's final budget

(06) Premium Pay (\$31,500)

Provides for overtime for both (3) Bargaining and (1) Non-Bargaining employees for street work, PPL & Special Events, and \$15,000 for extra winter operations assistance.

(20) Power

Expenditure moved to 000-03-0707-0001-20

The city is moving to centralize its Electric power under Building Maintenance. To that extent, \$21,200 has been budgeted in Building Maintenance to cover 2023 electrical costs for the Street portion of the electric at the Municipal Garage Complex.

(26) Printing (\$1,510)

2023 Managed Print Service for unit Y7763, cost is estimated per IT.

(28) Mileage Reimbursement (\$100)

Provides for the mileage reimbursement for any meetings, normally through the turnpike fees.

(30) Rentals (\$10,000)

Provides for the rental of snow and specialized equipment such as a paving machine or a front-end loader, for instance, on an as needed basis.

(32) Publications and Membership (\$985)

Provides for a membership to American Public Works Association (APWA) and (8) CDL reimbursements.

(34) Training and Professional Development (\$2,500)

Provides for paving technician trainings, snow and ice control training, and management level training for new supervisors such as Diversity, Equity and Inclusion in the Workplace and Dealing with Difficult People, to name a few.

(42) Repairs and Maintenance (\$4,740)

Payment of up to \$2,500 for Risk Management vehicle claims under \$500, pest control for 1825 Grammes Road, removal & disposal sludge oil separator.

(46) Other Contracted Services (\$23,747)

Provides for the (2) weather services (Accu Weather and Weatherworks) and Vehicle GPS units.

(54) Repairs and Maintenance Supplies (\$372,200)

This account has seen an increase in various materials and tools for Street Maintenance.

(56) Uniforms (\$20,116)

This account covers the cost of replacement uniforms for both Bargaining & Non-Bargaining staff.

(62) Fuels, Oils and Lubricants (\$0)

Expenditure moved to 000-03-0707-0001-62

As the City is moving to centralize its Natural Gas expenditures under Building Maintenance, our projected expenditure of \$22,800.00 has been moved to Building Maintenance to cover 2023 UGI costs for the Municipal Garage complex and the Streets Building on Grammes Rd.

(66) Chemicals (\$182,400)

Increase in the rock salt expenditure; pricing has increased from \$63/ton to \$77.20/ton on the cooperative purchasing agreement. $2,000 \text{ ton at } \$77.20 = \$154,400$

(68) Operating Materials and Supplies (\$19,300)

Provides for the purchase of office supplies not supplied by the mailroom, safety & first aid supplies, PPE, etc.

(72) Equipment (\$10,811)

Provides for the purchase of additional backhoe buckets for the Streets equipment and the purchase of a new time clock system for the Streets Department staff.

Traffic Planning & Control Narrative (000-03-0807-0001-)

The Bureau of Traffic Planning and Control handles the City of Allentown's roadway signs, streetlights, traffic signals, and flashing warning devices. Currently we have 200 active traffic signals, 60 flashing warning devices, 8,000 streetlights, plus numerous street signs, pavement markings and other related items which serves the public by providing safe and efficient movement of vehicles and pedestrians on City streets. Overall, the Traffic budget increased \$401,358 from 2022's final budget.

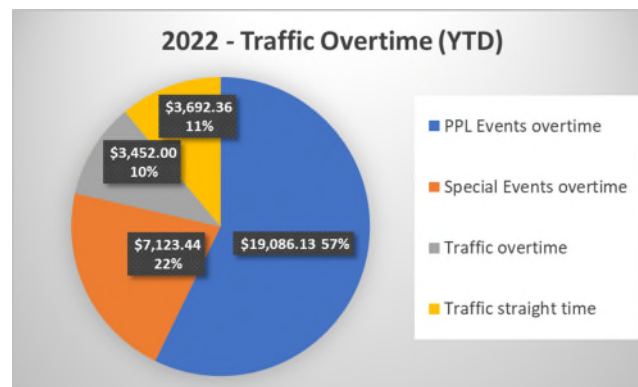
(04) Temporary Wages (\$28,800)

(2) Summer Laborer at \$15/hour budgeted for 640 hours, to assist with curb painting, street sign maintenance, etc.

(1) Traffic Intern at \$15/hour budgeted for 640 hours, to assist with traffic studies and other traffic related duties.

(06) Premium Pay (\$79,250)

Overtime was increased to \$50,000 to cover traffic set up for Special Events and PPL Center Events. As shown in the graph below, the amount of overtime spent between PPL events and special events has



significantly increased in 2022.

(20) Power (\$120,000)

Power for Traffic Signals, flashing school signs and pedestrian poles.

(26) Printing (\$700)

Provides for the purchase of Temporary No Parking Signs & Stickers for Street Signs.

(30) Rentals (\$500)

Provides for rental of traffic control devices such as a traffic counter, on an as needed basis.

(32) Publications and Membership (\$1,635)

Provides for (1) membership to American Public Works Association (APWA), (1) Institute of Transportation Engineers Membership (ITE) and magazine for the Traffic Superintendent, (10) International Municipal Signal Association Membership (IMSA) for the (6) Traffic Signal Techs, (1) Project Manager, (2) managers, and (1) CDL reimbursements.

(34) Training and Professional Development (\$6,875)

Provides for the International Municipal Signal Association Membership (IMSA) training for (6) of the Traffic Signal Technicians and the Project Manager and the ITE Conference for the Traffic Superintendent. There was an increase to this account to get the (3) new Traffic Signal Technicians properly trained and certified.

(42) Repairs and Maintenance (\$5,500)

Provides for the repairs of conflict monitors, timers, and \$1,500 towards Risk Management vehicle claims under \$500 to support the traffic functions.

(46) Other Contracted Services (\$221,860)

Increase due to movement of the 'Wayfinding Plan Implementation'. There is currently a Wayfinding study being developed based on an RFP that was awarded in 2022. The final draft is expected by late 2022/early 2023. This will allow the implantation of that plan to be completed by an outside firm and installation to be completed inhouse. This will be put out for bid at an estimated cost is \$125,000. Project was moved to Public Works from Planning & Zoning, 000-09-0902-000-46. Also including in this account is the line painting contract, grant preparation assistance, and Vehicle GPS units.

(50) Other Services and Charges (\$2,100)

Provides for grant application and advertising fees in the Morning Call at approximately \$1,300 per grant

(54) Repairs and Maintenance Supplies (\$20,900)

Provides for various supplies to be purchased to support the traffic functions such as junction boxes, cable & wire, traffic markings & paint supplies, electrical cleaning products, etc.

(56) Uniforms (\$4,360)

This account covers the cost of replacement uniforms for both Bargaining & Non-Bargaining staff.

(66) Chemicals (\$3,500)

Provides for the purchase of propane and thermoplastic chemicals.

(68) Operating Materials and Supplies (\$110.48)

Provides for the purchase of \$18,750 in Retro-Reflective backplates for signal heads, flashers, traffic signal hardware, timers, traffic lights, barricades, etc.

(72) Equipment (\$26,311)

Provides for the purchase of an uninterrupted power supply for the new cabinets and a spare Grid smart camera. Also provides for the purchase of a new Time Clock system for the Traffic Employees.

Technical Services (000-03-0808-0002-02-*)

All costs associated with this bureau have been moved under the Police Departments budget for 2023

Street Lighting Expenses (000-03-0809-0001-)

Overall, the Street Lighting budget has decreased \$49,875 from 2022's final budget.

(20) Power (\$500,000)

Power for Street lighting.

(46) Other Contracted Services (\$54,000)

Provides for the install of concrete foundation replacements, wood pole replacements and tree trimming around the traffic adaptive system radios.

(54) Repairs and Maintenance Supplies (\$42,475)

Provides for the purchase of various supplies to support the streetlights in the City such as lamps, junction boxes, house shields, LED light fixtures, etc.

(68) Operating Materials and Supplies (\$6,375)

Provides for the purchase of street light globes and street light arms.

(72) Equipment (\$34,400)

Provides for the purchase of streetlight metal poles and decorative pedestrian poles.

Police Department Narrative (000-04)

The mission of the Allentown Police Department is to reduce crime and contribute to the safety of those we are sworn to serve and protect through collaboration with our diverse community. We will strive to be the most professional police organization, serving with honor and integrity, while adhering to the pillars of procedural justice.

The mission is obtained by upholding the following values:

- Improve the quality of community life
- Improve the quality of work life
- Demonstrate professionalism by embracing the core values: Honor, Integrity, Professionalism, Trust, Service and Respect

DEPARTMENT SHORT TERM GOALS

The major goals and short-term objectives of the department are based on the current staffing of the department. Depending on the final approved budget, these goals may be modified to match the resources available.

1. ENHANCE COMMUNITY SAFETY AND SECURITY

- Reduce Crime:
 - Reduce Part I Crimes by 5%
 - Reduce Part 2 Crimes by 5%
- Rapid Response: Maintain average response times
 - Priority Code 1 calls
 - Priority Code 2 calls
- Rapid Response: Meet or exceed the percentage of FY2021 calls handled within range
 - Priority Code 1
 - Priority Code 2
- Safer Roadways: Reduce the number of traffic fatalities below the average for the prior five fiscal years

2. MAINTAIN PUBLIC CONFIDENT AND SATISFACTION

- Prompt service – work to respond within an efficient time frame (5 minutes)
- Satisfied citizens – Enhance our ability to digitally receive both positive and negative feedback (complaints).
- Effective outreach
 - Continue to enhance the ability to reach our community via social media platforms as well as community events
 - continue collaborating with our stakeholders through Police oriented outreach programs

3. INCREASE CONNECTION TO THE COMMUNITY

- Geographic Policing: have Officers attend community meetings in their districts

- b. Continue to officer Citizen Police Academy and Senior Citizen Academy
- c. Continue to offer Youth Mentor Program, Youth Police Academy as well as Police Athletic League programs

4. MAINTAIN OR INCREASE PRODUCTIVITY

- a. Sufficient capacity: increase staffing
- b. Officer Safety: Evaluate and procure equipment to improve the safety of personnel
- c. Resource economy: maintain a positive disposal-intake ratio in the property room for property eligible for disposal
- d. Officer Wellness: increase personnel awareness and knowledge related to wellness issues (i.e. Risk factors for suicidal behavior, problem solving methods and effective intervention strategies).

5. INCREASE PROFESSIONALISM

- a. Training updates:
 - i. Officers have successfully completed:
 - 1. ABLE Program
 - 2. Implicit Bias Training through Pennsylvania State Police Heritage Unit
- b. Training:
 - i. deliver training that reinforces department's values through our Mission Statement
 - ii. Deliver rank-relevant training to all supervisors and managers that includes either technical or leadership components
 - iii. Streamline efficiency of training application process for training requests

Long Term Goals:

1. ENHANCE COMMUNITY SAFETY & SECURITY

- a. Improve the transfer and sharing of information and data between criminal justice and law enforcement agencies in the region to reduce crime and expedite the judicial process through the RIIC
- b. Sustain the department's reputation as an engaged and cooperative law enforcement partner, using modern tools and technology for information sharing with local, state, and federal partners
- c. Conduct initiatives to reduce traffic injuries and deaths
- d. Perform priority services

2. MAINTAIN PUBLIC CONFIDENCE AND SATISFACTION

- a. Implement strategies and programs to prevent crime, reduce calls for service, de-escalate potential violent situations and reach people with special needs
- b. Improve citizen satisfaction rates, as measured by various community surveys
- c. Leverage new communications media to communicate with members of the public

3. INCREASE ACCOUNTABILITY TO THE COMMUNITY

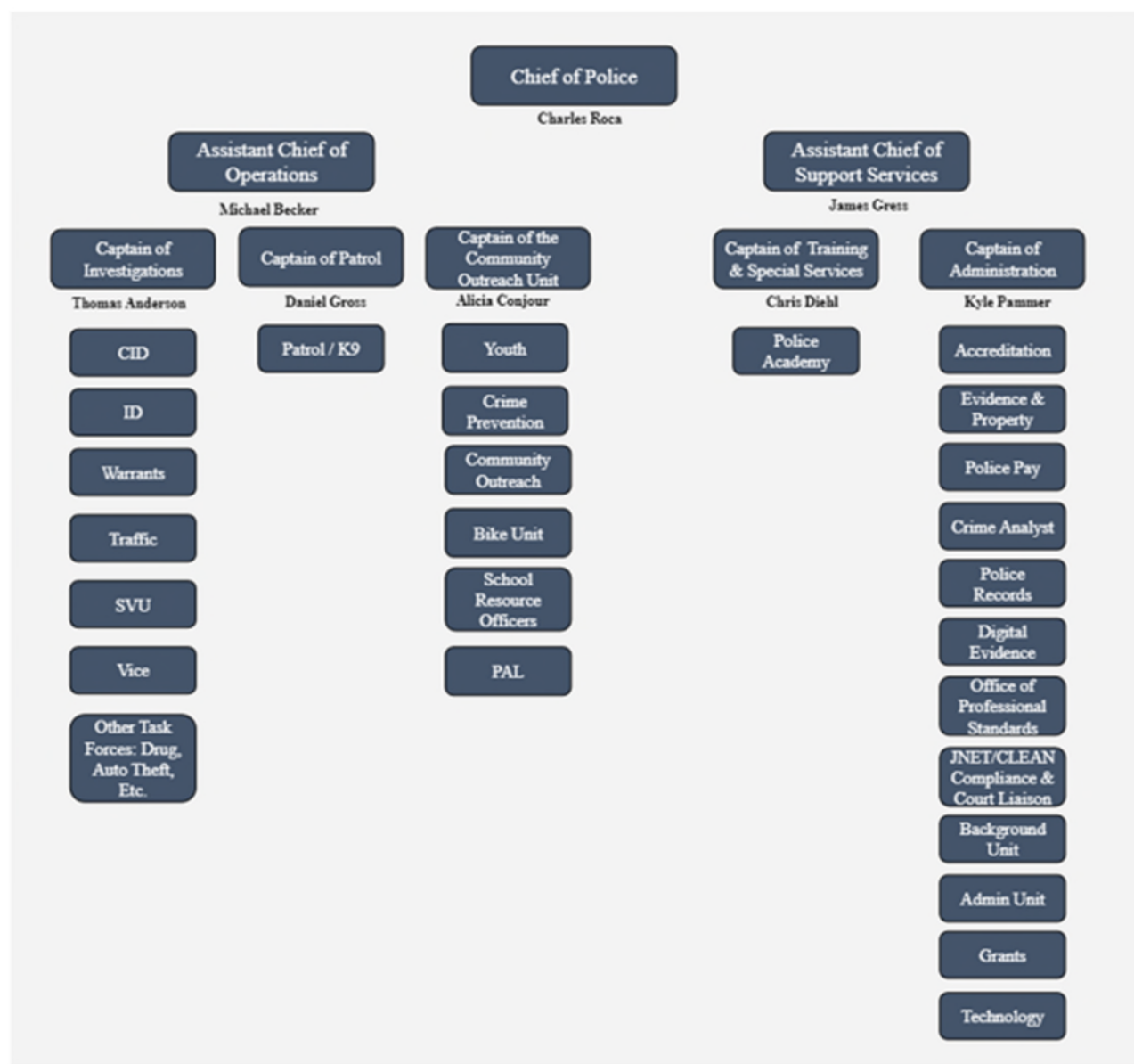
- a. Implement transparent practices to establish a high sense of legitimacy and promotion the public's and government officials' confidence in the department
- b. Equip all officers in uniformed assignments with updated body worn cameras
- c. Equip all fleet vehicles with In-Car camera and License Plate Readers

4. MAINTAIN OR INCREASE PRODUCTIVITY

- a. Continue to effectively and efficiently use resources allocated or acquired by the department
- b. Acquire technology to improve efficiency and serve as a force multiplier as financial resources allow
- c. Implement processes to expedite the transfer of case information, video and digital data to the Lehigh County District Attorney's Office.

5. INCREASE PROFESSIONALISM

- a. Reinforce the department's core value through our mission statement.
- b. Develop supervisors and managers through nationally recognized technical and leadership training
- c. Create opportunities where civilian employees, particularly supervisors and managers, achieve a higher level of recognition for their responsibilities and contributions
- d. Improve the quality and means of presenting training and expectations to improve leadership, tactics, employee safety, customer service and discipline.
- e. Obtain National Accreditation (CALEA)
- f. Obtain Pennsylvania Accreditation Premier status (PLEAC)



REVENUE

	FY 2019	FY 2020	FY 2021	FY 2022	FY2022	FY2023
	Actual	Actual	Actual	Budget	Estimate	Budgeted
Incident / Traffic Reports						
	87,325	61,261	65,050	75,000	75,000	75,000
Towing (Bid)						
	269,280	288,000	289,200	289,200	289,200	289,200
Police Extra Duty Jobs						
	411,368	313,499	269,760	400,000	299,863	400,000
District Court						
	191,123	139,566	140,550	250,000	200,000	250,000
Fines & Restitution						
	129,156	124,022	112,923	145,000	108,182	145,000
Police Training						
	174,000	88,990	237,355	300,000	240,000	300,000
Grants						
	272,904	219,566	67,716	250,000	202,096	250,000
Reimbursement						
	535,117	405,322	586,696	470,000	471,302	545,000
	<u>2,070,273</u>	<u>1,640,226</u>	<u>1,769,250</u>	<u>2,179,200</u>	<u>1,885,643</u>	<u>2,254,200</u>

Police Dept Expenses-Patrol Operations (000-04-0802-0001-*)

(0001-03) Holiday Pay (\$1,389,765.97)

The bureau budget to pay for Holiday pay for all employees. This includes a 3% increase per Collective Bargaining Agreement members.

(0001-05) Education Pay (\$137,800)

The bureau budget to pay for Education Pay and annual Military stipend per Collective Bargaining Agreement. This is a contractual increase starting January 2023.

(0001-06) Premium Pay (\$2,060,000)

The bureau budget to pay for overtime for all employees. This also includes a 3% increase per Collective Bargaining Agreement members. Also included is arena OT, Special Events, Pool OT, Parks OT, DUI checkpoint, DUI rovers, Aggressive Driving, etc.

(0001-07) Extra Duty Pay (\$300,000)

The bureau budget to pay officers who work Extra Duty Jobs.

(0001-09) Uniform Allowance (\$182,200)

The bureau budget to pay employees uniform allowances per Collective Bargaining Agreement and SEIU contracts. This is a contractual increase per Collective Bargaining Agreement members starting January 2023.

(0001-11) Shift Differential (\$145,000)

The bureau budget to pay employees shift differential. This is a contractual increase per Collective Bargaining Agreement starting January 2023.

(0001-22) Telephone (\$3,780)

The bureau budget to pay for internet services not on the City of Allentown network (confidential internet and SVU internet)

(0001-26) Printing (\$7,015)

The bureau budget to pay for IT managed printer and printer services and ID unit printer. This account also pays for Traffic and Non-Traffic citations.

(0001-28) Mileage Reimbursement (\$2,050)

The bureau budget to pay department EZ pass tolls, investigative costs for travel and non-training reimbursements for mileage.

(0001-32) Publications and Membership (\$41,745)

The bureau budget to pay for memberships to several professional entities. The budget covers subscriptions for several online applications used by the department.

(0001-34) Training and Professional Development (\$80,000)

The bureau budget to pay for trainings, certifications, re-certifications and professional development. The budget also covers mileage reimbursements for travel costs associated with attending trainings.

(0001-40) Civic Expenses (\$640)

The bureau budget to pay for attending Human Relations Dinner, Crime Watch dinner and NAACP dinner.

(0001-42) Repairs and Maintenance (\$180,285)

The bureau budget to pay for calibrations, alarm monitoring and repairs, pest control, software maintenance, equipment maintenance and protections plans.

(0001-46) Contract Service Fees (\$1,007,797)

The bureau budget to pay fees for contracts, K-9 pet insurance, K-9 maintenance training, K-9 Veterinary bills, Fire Police Compensation, database fees, crossing guard contract, specialize testing, promotion testing, safety mat contract, Crisis Intervention Specialist, Cedar Crest College contract, fleet decontamination, sharps disposal and any additional contract fees.

(0001-50) Other Services and Charges (\$8,300)

The bureau budget to pay fees for background checks, financial checks, advertisement and job fair/recruiting registration fees

(0001-54) Repairs and Maintenance Supplies (\$4,925)

The bureau budget to pay for supplies to repair bicycles, motorcycle cleaning, weapon repairs and cleaning supplies (garbage bags, paper products, etc.) for 10th Street Patrol Station

(0001-56) Uniforms (\$228,500)

The bureau budget to pay for uniforms, merit pins, name tags, ballistic vests and carriers, ballistic helmets and specialty unit uniforms.

(0001-68) Operating Materials and Supplies (\$191,419)

The bureau budget to pay for office supplies, evidence boxes and supplies, flares, gloves and other PPE supplies, ammunition, less-lethal supplies, gas mask bags and canisters, PBT tubes and

intoximeters, cell block supplies, property supplies, IPMBA books, Civilian Police Academy graduation supplies and paper for electronic citations.

(0001-72) Equipment (\$44,850)

The bureau budget to pay for relocation of In-Car and LPR camera equipment, crime scene equipment, computers, TRACS replacement printers, bicycles, replacement weapons, chairs and evidence DVD, flash drives and portable hard drives.

Police Dept Expenses-Project Lifesaver (000-04-0802-0002-*)

Project Lifesaver is a non-profit organization that provide law enforcement, fire/rescue and caregivers with a program designed to protect, and when necessary, quickly locate individual with cognitive disorders who are prone to the life-threatening behavior of wandering. The method relies on proven radio technology and specially trained search and rescue teams. Citizens enrolled in Project Lifesaver wear a small transmitter on the wrist or ankle that emits an individualized frequency signal. If an enrolled client goes missing, the caregiver notifies their local Project Lifesaver agency, and a trained emergency team responds to the wanderer's area. The first responders will then use the client's individualized frequency to locate the position of the individual. The knowledge given from the community policing courses is best applied in this situation because the first responders will know how to best approach the client once found and allow them to be brought back to safety.

The city received donations from Good Shepherd and additional funding through DCED grant.

of candidates / # of times used

(0002-68) Operating Materials and Supplies (\$2,400)

The bureau budget to pay for bracelets and batteries to continue the Project Lifesaver program.

Police Dept Expenses-Police Academy (000-04-0802-0004-*)

(0004-03) Holiday Pay (\$22,558)

The bureau budget to pay for Holiday pay for all employees. This includes a 3% increase per Collective Bargaining Agreement.

(0004-05) Education Pay (\$2,350)

The bureau budget to pay for Education Pay and annual Military stipend per Collective Bargaining Agreement. This is a contractual increase starting January 2023.

(0004-06) Premium Pay (\$25,000)

The bureau budget to pay for overtime for all academy instructors.

(0004-09) Uniform Allowance (\$2,250)

The bureau budget to pay employees uniform allowances per Collective Bargaining Agreement. This is a contractual increase starting January 2023.

(0004-11) Shift Differential (\$650)

The bureau budget to pay employees shift differential. This is a contractual increase per Collective Bargaining Agreement starting January 2023.

(0004-22) Telephone (\$960)

The bureau budget to pay for internet services at the Police Academy

(0004-32) Publications and Membership (\$215)

The bureau budget to pay for memberships to MPOETC and NRA for instructors and academy range.

(0004-34) Training and Professional Development (\$15,150)

The bureau budget to pay for certification and re-certifications for academy instructors, controlled tactics instructors and use of force training

(0004-42) Repairs & Maintenance (\$2,010)

The bureau budget to pay for pest control, alarm contract fee and audio-visual repairs

(0004-46) Contract Service Fees (\$1,050)

The bureau budget to pay fees for department and Act 120 CPR certification cards and 1st Aid certification cards

(0004-54) Repair and Maintenance Supplies (\$6,000)

The bureau budget to pay for cleaning supplies (garbage bags, paper products, etc.) and weapon replacement parts

(0004-56) Uniforms (\$24,524)

The bureau budget to pay for uniforms for maintenance worker, recruits, academy staff, handcuffs and department replacement gear.

(0004-62) Fuels, Oils and Lubricants (\$10,400)

The bureau budget to pay for academy building heating fuels and academy barn commercial gas.

(0004-68) Operating Materials and Supplies (\$218,627)

The bureau budget to pay for office supplies, range supplies, ammunition, less-lethal supplies, training gear and supplies, department flashlights and any additional supplies needed for staff and Act 120 cadets.

(0004-72) Equipment (\$5,000)

The bureau budget to pay for replacement furniture and chairs for the classrooms.

(0004-90) Refunds (\$6,000)

The bureau budget to provide tuition reimbursement.

Police Dept Expenses-Police Operation Technology (000-04-0802-0022-*)

Program (0022) Police Operational Technology replaces the former (0021) Body Worn Cameras program accounts (-42) and (-72).

(0022-72) Equipment (\$317,316.64)

The bureau is budgeting to pay for year 1 of a 5-year program for 90 Tasers, In-Car Cameras, License Plate Readers and Body Worn Cameras. This program includes equipment, accessories, replacement equipment, storage, instructor school/course, warranty, and software maintenance.

Police Communications Technical Services Narrative (000-04-0808-0002-)

The baseline budget funds the personnel and services of the Communications Bureau:

The Bureau has 6 employees:

- Communications Ops Manager
- Inventory Control Clerk
- 4 Technicians

Services include:

- Installation of new emergency lighting, siren, radio and computer equipment in new Police, Fire and EMS vehicles.
- Installation of in-car vehicle cameras in Police vehicles as needed

- Installation and maintenance of vehicle traffic signal preemption equipment in Emergency Vehicles
- Installation of any electronic equipment in public safety vehicles including but not limited to flashlight chargers, thermal imaging camera chargers, EMS Knox Vaults, etc..
- Installation of radio equipment in new City fleet vehicles as needed.
- Removal of the above equipment when vehicle exit City service
- Partial removal of equipment and vehicle change over for police patrol vehicles to entering other police service.
- Installation and Maintenance of all access control equipment (Swipe Cards)
- Installation and maintenance of all Police Street camera equipment
- Installation and maintenance of all building security cameras
- Radio system maintenance and administration
- Repairs to portable and mobile radios in house as needed
- Repairs to any emergency lighting and siren equipment
- Repairs to Police in-car cameras as needed
- Repairs to Police, Fire & EMS vehicle computer equipment
- Managing Cable TV Wiring and running new as requested
- Running new CAT5 wiring drops for IT when needed

Measurable Budget Year Objectives and Long-Range Targets:

- Replace 450 Public Safety Radios for (Police, Fire & EMS). This will replace radios not upgraded during the radio system change over. Radios range from 2009-2013.
- Replace up to 30 Police Street cameras and equipment. We are currently replacing equipment placed in service from 2008-2009. These cameras are no longer repairable and new technologies exist for better quality and night operations.
- Upgrade existing access control electronics that were originally installed in 2011 and have recently been failing in some buildings.

Police Communications/Technical Services Expenses (000-04-0808-0002-*)

(06) Premium Pay (\$25,200)

(11) Shift Differential (\$2,520)

Shift Differential for 5 employees.

(22) Telephone (\$49,920)

The bureau budget to pay for public safety cellular data monthly and Broadband circuits as needed for radio maintenance and camera system backhaul.

(26) Printing (\$2,400)

The bureau budgets to pay for (1) IT managed printer and printer services

(30) Rentals (\$42,000)

The bureau budget to pay for the lease of space/electric at the PPL Radio Tower Site.

(32) Publications and Membership (\$400)

The bureau budget to pay for CDL Reimbursement.

(34) Training and Professional Development (\$11,600)

The bureau budget to pay for Radio system and radio repair training as well as Genetec access control and camera maintenance training.

(42) Repairs and Maintenance (\$697,573)

The bureau budget to pay for factory/vendor repairs of radios and vehicle computers that cannot be performed in house. This account pays for maintenance agreements for the radio system, HVAC and UPS in the radio server room. All are maintenance is on a 1-year agreement. And this account covers the first of five payments for emergency services radio system upgrades.

(46) Other Contract Services (\$49,300)

The bureau budget to pay for Radio circuits to the PPL & East Side Transmitter/Receiver Sites. Also included is any FCC radio license coordination that may be needed for the year and replacement of access control electronics at PSB.

(54) Repairs and Maintenance Supplies (\$81,100)

The bureau budget to pay for parts for repairs of emergency vehicle lighting/sirens, portable/mobile radios and vehicle computers. It also includes any parts needed for installation of equipment into emergency vehicles. In 2023, camera repair supplies and batteries were moved to this account from (000-04-0802-0054).

(56) Uniforms (\$2,490)

The bureau budgets for uniforms clothing items and safety shoes for staff members.

(62) Fuels, Oils and Lubricants (\$1,880)

Fuel for the emergency generator.

(68) Operating Materials and Supplies (\$900)

The bureau budget to pay for labels, repair tags and other miscellaneous items.

(72) Equipment (\$113,500)

The bureau budget to pay for emergency lighting and siren equipment for new police, fire and EMS vehicles being purchased. Also included is replacement of mobile/portable radios that have reached their end of life and are no longer usable. In 2023, camera POE switches were moved to this account from (000-04-0802-0072).

Emergency Medical Services Bureau Narrative (000-05-0605-0003)

The purpose of this program is operations and administration of emergency medical services (EMS) for residents and visitors in Allentown. The core purpose of the City of Allentown EMS is to provide emergency medical care and transportation to the residents and visitors of Allentown. At first glance, this is a relatively simple function; respond to a 911 call and transport someone to the

hospital. The current role of a paramedic is far more dynamic and complicated. In addition to providing transportation, paramedics provide advanced medical care, social services assistance, and serve as the bridge for many socially and economically challenged residents to access medical care. We also provide community outreach and education at no charge to the citizens. In 2020 through 2022, Allentown Paramedics vaccinated thousands of residents in partnership with the Allentown Health Bureau to respond to the COVID-19 pandemic, and nationwide Influenza prevention.

Goal(s):

1. Embody our mission statement: “To help prevent loss of life and minimize the effect of injuries in emergency situations in a safe and compassionate manner.”
2. Continue partnerships with the American Heart Association and other organizations to provide community outreach and education at a minimal cost to the city.
3. Improve out-of-hospital cardiac arrest care to improve outcomes and survivability in our community.
4. Sustain revenue from billing to meet escalating operating costs.
5. Develop a formal strategic plan to assist with succession planning and fulfill agency vision.
6. Drive progress statewide by participating in trials and pilot programs to enhance patient care.
7. Expand collaborate relationships with our regional health networks to enhance training with little fiscal impact to the general fund.
8. Partner with health and other stakeholders to reduce the impact of opioids and other drugs on our community.
9. Establish an in-house training academy to provide a revenue source, and to provide EMS education regionally.
10. To provide the best, most up to date tools and equipment for our staff.
11. To provide a safe, cohesive work environment.

Measurable Budget Year Objectives and Long-Range Targets:

1. Strive to handle the increasing call volume expeditiously and professionally and

utilize mutual aid less than 3% of the time. Out of 17,200 calls, we should handle 16,750, and do so within 6.5 minutes of request.

2. Evaluate unit hour utilization metric for changes (indicative of our ability to handle call volume) and address staffing.
3. Increase our public outreach, contract services, and education to become the sole source of CPR and First-Aid training to city employees, the Allentown School District, and expand to offer services to city elder and day care facilities.
4. Expansion of hands-only CPR program, including bilingual classes in CPR and AED use.
5. Improve patient and provider safety with the acquisition of new equipment for lifting and moving, the addition of new vehicles, and better equipment to perform our tasks.
6. Continue to partner with our health systems to develop and expand patient-centered initiatives (Direct to CT Program, Prehospital MI program). Metrics of efficacy are reviewed quarterly to determine AEMS' involvement in improve patient outcomes.
7. Continue to meet performance metrics designed to improve EMS (Mission Lifeline, CARES).
8. Maximize revenue generation to reduce tax subsidy. Currently we recover approximately 92% of our costs.
9. Reduce overdoses and deaths by a 10% margin through increased community involvement (PHAST, Overdose Fatality Review Board) and additional staff during peak times. More staff will mean more ambulances on the road, and less delays to patient access.

Emergency Medical Services Expenses (000-05-0605-0003-*)

(04) Temporary Wages (\$100,000)

(06) Premium Pay (\$550,000)

(09) Uniform Allowance (\$6,800)

(11) Shift Differential (\$28,000)

(24) Postage and Shipping (\$100)

Postage and Shipping services are required for our bureau. We do send parcels and correspondence to vendors and residents.

(26) Printing (\$2,000)

Printing services, and mail costs are nominal and essential to our Bureau. The increase is predictor to public relations posters and handouts we anticipate for 2023.

(30) Rentals (\$3,500)

Rentals decreased with the expiration of a previous lease agreement for cardiac monitors. That agreement was satisfied in October of 2021 and was not utilized in the 2022 budget. In the event of a catastrophic fleet issue, we have this fund as a reserve to rent an ambulance from our vendor. The Department of Health allows vehicle rental in case of mechanical issues, to keep units in service.

(32) Publications and Membership (\$5,150)

Yearly membership fees for the Ambulance Association of America \$775, the International Police Mountain Bike Association (IPMBA) \$750, the National Emergency Medical Services Association (NEMSA) \$235, Tactical Paramedic Certification \$1,200, Flight Paramedic Certification \$2,000 and various trade publications are noted here.

(34) Training and Professional Development (\$16,350)

The Bureau of EMS budgets training and professional development for our staff. EMS is ever-changing, and as such we must invest in our practitioners. The training and professional development line is evolving to provide higher levels of training for staff and as a tool to recruit and retain. We want to remain the best trained EMS staff in the Lehigh valley and with the addition of a training director, we can offer a lot of new classes. This account covers professional affiliations for many of our special teams

training budget includes regulatory classes for Paramedic staff like CPR, Advanced Cardiac Life Support, and Pediatric Advanced Life Support. Also, enhanced classes for Paramedic staff like FEMA USAR Medical Specialist, Tactical Paramedic Training, and other specialty training for our members of the Emergency Response Team, Special Operations Team, Bomb

Team, Dive Team, and Bicycle Team are budgeted. Our special teams are very active and provide the most advanced care in the region.

This line item also allows for funding of enhanced certifications such as Tactical Paramedic Certified (TPC) and Flight Paramedic Certified (FPC) which are industry high marks for advanced providers operating on special teams. These classes require a test fee and yearly maintenance fee.

The training and professional development category further supports our training academy, and the specific needs therein. Community CPR, Community First Aid, Stop the Bleed, and EMT classes for the AFD and the APD are some of our most popular classes. We also offer International Police Mountain Bike Association EMS Cyclist class, Emergency Vehicle Operations Course, and more.

(42) Repairs and Maintenance (\$131,698)

The Bureau of EMS maintains several contracts to support our service.

Yearly usage agreements for our Scheduling Software, Charting Software, Billing Software, and Narcotics Management Software are noted in this account. As a baseline we require money for:

- Defibrillator and AED Maintenance - \$ \$48,909.00
- Annual Zoll Billing Maintenance and Usage - \$46,860.00
- EMS Charts cloud-based EMS charting - \$21,000.00
- E-Core cloud-based scheduling - \$5,500.00
- Medication Vending Machine support - \$1,200.00
- Litter and Chair Maintenance - \$1,800.00
- Estimated out of fleet vehicle repairs - \$1,000.00
- Medical Equipment repairs - \$1,000.00
- Risk Claims and Hydrostatic Testing - \$3,500.00

The increase is a reflection on cloud-based narcotics accountability. We are upgrading our narcotics storage lockers in our stations and in our vehicles to a cloud-based service for inventory and accountability. This requires a yearly fee of \$650.00.

The cost of these items are nominal compared to the out-of-pocket expense should we discontinue the maintenance agreements.

(46) Other Contract Services (\$12,300)

Fees associated with Medical Command are in this category. We are required to pay an operating fee to utilize the regional on-line radio system to communicate with Physicians at area hospitals. These calls give paramedics real-time guidance from a Physician during an EMS call. Also, the monitoring software for our vehicle camera system requires a yearly fee. Biohazardous waste removal is also a yearly requirement in the category.

A yearly stipend for our Medical Director is in this category, this is new and is compensation for an increased workload for our medical director.

(54) Repair and Maintenance Supplies (\$3,000)

Repair and maintenance supplies for fleet and medical equipment.
It covers batteries, parts, etc. This is reduced due to trend data.

(56) Uniforms (\$62,900)

Uniform costs have increased drastically across the board.

Additionally, we have many pieces of outdated personal protective equipment that must be replaced, per NFPA 1981.

The uniform account covers everyday uniforms, coats, and apparel for staff.

Body Armor for Paramedic Staff (replaced every 5 years on a rotating basis per manufacturer recommendations).

EMS Protective Turnout Gear (Replacing sets of issued gear and helmets from the early 2000's per NFPA 1981).

- Boots per the CBA.
- Helmets, Gloves, Eye Protection, Hearing Protection, and Misc. Uniform Items.
- Badges, Patches, Nameplates, etc.

Entry armor for tactical medics; enhanced body armor and helmets worn in addition to existing uniform as PPE for high-risk situations.

(66) Chemicals (\$10,500)

Medical Oxygen has increased dramatically. We anticipate a cost increase three times the amount formerly budgeted.

Some cleaning chemicals are also purchased through this account.

(68) Operating Materials and Supplies (\$94,700)

EMS is required to keep supplies on our vehicles, and many of these supplies are not replaced by the hospitals. We also must keep our supplies in-date and in working order. Outside of our one for one exchange items, we utilize this account to purchase the following items.

- Disposable AED supplies.
- Latex-free gloves (Marked increase in price since COVID).
- Disposable Medical Supplies and one-time use PPE (Marked increase in price since COVID).
- Active Shooter Supplies
- Office Supplies
- Training and outreach supplies (Marked interest with more events planned).

- ASD CPR Education Materials and Supplies (Paid by the ASD).

(72) Equipment (\$192,000)

Items are routinely replaced out of this fund based off a good faith estimates when they are broken or become outdated, such as: chairs, lockers, desks and miscellaneous equipment used by EMS staff.

The Equipment account also budgets for costly items and large capital purchases.

With the addition of 2 Ambulances to the fleet we need to purchase 2 power load litters and loading systems at a cost of \$105,000.00. *This is a one-time purchase and will not reflect the Equipment budget in 2024.*

Also, an additional \$24,000.00 is needed to complete the Mini-Ambulance project which was otherwise covered by a grant. The cost of the vehicle slightly exceeded the grant allotment, and we need to add medical equipment to stock the mini ambulance, including a stretcher. The stretcher is available used, at a reduced cost. *This is again a one-time addition and will not appear in the 2024 budget.*

\$18,000 for miscellaneous items for the 2 new EMS vehicles purchased by ARPA funds are a one-time purchase in the 2023 budget. With the addition of 2 new vehicles, we are required to stock items such as long spine boards, scoop litters, reeves litters, and stair-chairs. *This is a one-time purchase and will not appear in the 2024 budget.*

ECOLab Decontamination Equipment: This system utilized modern technology to eliminate 99.9% of hazards such as influenza, COVID, monkey pox, MRSA, Staph, C-Diff, and a multitude of airborne and surface contaminated infections agents. This system will be utilized to clean each EMS vehicle on initial purchase, then periodically. The main goal is to reduce cross contamination of infections agents to our patients from the inside of our EMS vehicles. It will also reduce the exposure to our staff. It is estimated that one in four patients transported in ambulances will get admitted for an infection they didn't have prior to riding in the ambulance. This decontamination technology reduces our culpability in the long run. It

can also be used in police cars and fire trucks after exposures. *This is a one-time purchase with the need for yearly purchases of chemicals to decontaminate the interior and cabs of department vehicles*

(90) Refunds (\$6,000)

Refunds are occasionally required from our billing department to insurance companies based on eligibility of billed patients. On average, we utilized approximately \$5,000.00 to cover yearly refunds and still fall short. We are requesting \$6,000.00 in the 2023 Budget.

Other Persuasive Evidence for the Bureau of EMS Budget:

[Association of Burnout with Workforce-Reducing Factors among EMS Professionals: Prehospital Emergency Care: Vol 22, No 2 \(tandfonline.com\)](#)

[Occupational Stress and Burnout in EMS Providers - JEMS: EMS, Emergency Medical Services - Training, Paramedic, EMT News](#)

[Ambulance Allocation: What's the Right Balance? \(hmpgloballearningnetwork.com\)](#)

[How long will firefighter turnout gear last? \(firerescue1.com\)](#)

<https://www.bioquell.com/ems/>

Fire Department Narrative (000-05-0803-0002)

The Allentown Fire Department (AFD) consists of 131 firefighters manning six fire stations, one Fire Training Academy and EOC Center with seven engines and two ladder trucks. In 2021, the AFD responded to 13,293 calls for service in the City of Allentown. Special Teams include Hazardous Materials, Bomb Squad, Underwater Recovery and Technical Rescue. All Department members train extensively to ensure that our citizens have a safe place to live, work and play.

Fire Administration and Operations Expenses (000-05-0803-0002-*)

(03) Holiday Pay (\$788,734)

This projection is based previous expenditures for Holiday pay and the per CBA contract commitments.

(06) Premium Pay (\$3,688,057)

This projection is based on previous expenditures for premium pay and per the CBA contract commitments for minimum manning. Estimated at 2,479,514

Additional premium pay of \$1,208,543 has been included to account for shift coverage. Cost is based off how many shifts would have been needed to be filled with overtime in 2021. We would not add any FF positions in 2023 and remain with the 90 as in 2022.

(09) Uniform Allowance (\$39,300)

This projection is based previous expenditures for Holiday pay and the per CBA contract commitments.

(11) Shift Differential (\$74,906)

This projection is based on previous expenditures and covers the cost of Night Shift pay per the CBA contract commitments.

(20) Power (\$0)

The City is moving to centralize its Electric power under Building Maintenance. To that extent, \$68,791.47 has been budgeted in Building Maintenance to cover 2023 electrical costs for the (6) fire stations and the New Fire Academy/EOC Center. Expenditure moved to (000-03-0707-0001-20).

(26) Printing (\$1,300)

This account covers the cost of print/fax/copy expenses per IT Departments managed printer contract.

(28) Mileage Reimbursement (\$65)

This account covers the cost of mileage expenses incurred for Fire Department training courses.

(30) Rentals (\$10,560)

Required rental of 15-passenger van for Fire Academy Class for 20 days.

(32) Publications and Membership (\$6,270)

The fire department maintains several annual memberships for its fire and EMA employees including but not limited to

- PACFCA, International Association of Fire Chiefs, National Fire Protection Association
- International Association of Arson and National Association of Fire Investigators, for 6 Fire Prevention Officers
- L&I UCC Certification for 2 employees
- PA Annual X-Ray License and IABTI Annual Membership for Bomb Team members
- International Building Code and International Fire Code books

To centralize expenditures, the Fire Departments position of the City's Amazon Prime membership has been moved to the Purchasing budget for 2023.

(34) Training and Professional Development (\$101,625)

This account covers Trainings, certifications, and continuing education expenses that allows and helps us ensure that the fire department staff are knowledgeable with current best practices within the industry. Training opportunities vary from year to year based on availability.

(42) Repairs and Maintenance (\$93,702)

During the year, unexpected repairs occur. Included in these repairs are fleet repairs that are beneath the \$500 threshold set by Risk Management, inspection of the Kitchen Fire Suppression System and multiple maintenance contracts to cover upkeep and repairs on Fire Department equipment.

(46) Other Contract Services (\$18,300)

\$3,000 was added as a yearly stipend for our Medical Director oversight, this is a new expenditure and is compensation for an increased workload for our medical director.

(50) Other Services and Charges (\$5,585)

This account covers expenses for required background checks for our Hazmat and Bomb Team members and the cost for contractual annual drug screenings.

(54) Repair and Maintenance Supplies (\$35,500)

This account covers expenses for equipment repair parts, batteries, small tools, janitorial cleaning supplies for seven buildings, saw blades and other miscellaneous maintenance supplies.

(56) Uniforms (\$235,405)

This account covers expenses for PPE gear to include turnout gear, gloves, boots, helmets, hoods, station and Class A uniforms, safety shoes and other miscellaneous PPE and uniform costs.

(62) Fuels, Oils and Lubricants (\$4,275)

As the City is moving to centralize its Natural Gas expenditures under Building Maintenance, our projected expenditure of \$54,095.00 has been moved to Building Maintenance to cover 2023 UGI costs for the various Fire stations.

(68) Operating Materials and Supplies (\$62,050)

This account covers expenses for Fire Department facility, training and operational supplies such as PPE supplies, Hazmat absorbents, rescue ropes, special team's supplies, office supplies, SCBA, nozzles, ladders, O2 cylinders, fire extinguishers fire prevention educational materials, annual fire prevention awards and fire inspector supplies.

(72) Equipment (105,700)

This account covers equipment for the Fire Department that meet the guidelines established in the standard accounts for city owned assets.

Equipment needed for Fire Suppression will be Fire Hose, Thermal Imaging Cameras, Rescue Saw, Gas meters, Ventilation fans, Generators and AEDs.

Human Resources Department Narrative (000-06-0603)

The Human Resources Department is a key operating function for the City of Allentown that provides the City's centralized personnel management system: coordinating the recruitment, testing and selection of full-time non-Civil Service and also Civil Service employees, part-time employees as well as seasonal and temporary; administering health, life, LTD and unemployment compensation insurance; processing tax exempt insurance programs and flexible spending accounts; administering a deferred compensation plan; developing, implementing, reviewing, revising and administering personnel policies and procedures; developing, implementing and providing training and development programs to all levels of employees, providing educational, career, personal and performance counseling to employees; and assuring compliance with Equal Employment Opportunity regulations to include the ADEA, ADA and the FMLA. This program also provides information to make employees aware of the various special benefits available and coordinates and implements employee participation in these benefits. This program also includes labor and employee relations activities inherent in negotiating and administering labor agreements and meet and discuss activities with union representatives and City supervisors and ensuring compliance with equal employment statutes and laws as they relate to contracts.

In 2021, HR had a staff of seven non-bargaining unit employees, including the positions of Human Resources Director, Labor Relations Manager, Recruitment Manager, Benefits Manager, HR Coordinator, Clerk 3 Confidential, and Receptionist. Even with a small staff, we were able to in 2021 process 85 open recruitments, not including internal SEIU internal bids. We held a Firefighter application process with 149 applicants and a Police non-competitive process with 57 applicants. We hired 155 external applicants including seasonal staff and 113 internal position changes which also included seasonal staff. There were 114 employment separations processed. From the period of January 1, 2021, to date, we received 2195 applications for employment. We processed 25 disciplines, 200 employees were trained, 35 grievances handled, and 125 unemployment claims processed. The City currently processes medical benefits for around 1000 employees and retirees. We also negotiated the new SEIU Collective Bargaining Agreement.

Based on the above, the Human Resource Department's performance objectives are:

4. Develop, review, update Personnel Policy Manual by mid-year.
5. Increase employee/citizen response time for inquiries to a minimum of 48 hours.
6. Automate onboarding paperwork (benefits, I9, tax forms etc.) by first quarter.
7. Automate benefit paperwork to allow for 24/7 access to employees by first quarter.
8. Increase number of trainings to focus on training ALL managers on interview process, performance reviews, sexual harassment, discipline, and DEI by year-end.
9. Train all customer facing staff on customer service by year-end.
10. Ensure job descriptions are up to date, accurate and uniform.

Human Resources Expenses (000-06-0603-0001-*)

(04) Temporary Wages (\$31,200)

Interns - HR will need to bring in 4 part time interns at a rate of \$15.00/per hour for an estimated 520 hours each. These will be used to handle summer hires, job fairs, projects aligned with the Employee Engagement Survey and HR Special Projects.

(06) Premium Pay (\$3,000)

Non-exempt support to proctor Civil Service testing and additional overtime, as necessary.

(26) Printing (\$1,120)

Managed Print Service, cost provided by IT

(28) Mileage Reimbursement (\$300)

(30) Rentals (\$2000)

Rental for testing venue for Civil Service examination – 1 Exam per year

(32) Publications and Memberships (\$3162)

Memberships: The Human Resource Department has memberships that are crucial for the positions. Those include:

- SHRM (Society for Human Resources Management) 5 staff at \$252 totaling \$1,262
- IPMA (International Public Management Association) organizational membership at \$700
- LVBCHC Memberships - To cover membership for benefits coverage provided to City employees at \$1,200- City Membership

(34) Training and Professional Development (\$280,729)

- Union tuition reimbursement required per SEIU CBA - \$20,000
- PML PELRAS (Public Employer Labor Relations Advisory Service) conference - 4 HR Employees - Hotel and Conference fees – \$3,600
 1. Registration \$1,000
 2. Hotel - \$150 per night- 4 rooms/ 3 nights - \$1800
 3. Mileage - \$200
 4. Meals - \$600
- SHRM (Society Human Resources Management) Lehigh Valley conference (once a year) - \$1,000
- SHRM National conference - 1 HR Employee - \$3000.00
 1. Registration - \$1800
 2. Hotel - \$1000
 3. Flight- \$200
- IPMA- HR (International Public Management Association) conference - 2 HR Employees- \$2,500.00
 1. Registration- \$1800
 2. Hotel- \$ 500
 3. Mileage - \$ 200
- SHRM Lehigh Valley Monthly Meetings - (rotation among HR staff) - \$35 per meeting per employee- average 1.5 meetings per month -\$600
- Continuing Education Credits for HR Employees, including education requirements for maintaining current HR certifications.
 1. 1 HR staff member has 3 professional certifications
 2. 1 HR staff member has 2 professional certifications
 3. Professional certifications each require annual credits such as workshops, webinars, seminars, and trainings – \$5,029
- Tuition Reimbursement for non-bargaining employees- \$2900 annually (Required per MESA) per employee changed to \$5,250 per year. Budget is for an anticipated 16 employees (this is contingent upon Ordinance increasing stipend passing) – \$85,000

- CDL- new Federal requirements for Commercial Driver's License will require employees to go through an authorized training program that averages around \$6000 per employee for 15 employees - \$90,000
- Professional Certification bonus for non- bargaining employees- \$1,500 awarded per certification. (Required per MESA) Budget is for 20 employees - \$30,000
- Spanish Immersion program for employees \$40,000

(46) Other Contract Services (\$367,471)

- EAP Annual Costs - Counseling services for employees and their dependents. This is an annual flat amount based on quarterly headcount. Coordinated through LVHN. - \$6,000
- Shredding- Specialized crosscut shred for HR confidential documents - \$1,100
- PA unemployment insurance benefits – to cover cost of each unemployment claim each year and a TPA -\$100,000
 - \$575 per week per claimant
 - \$2600 annually for TPA
- City employee parking costs to APA (moved from General and Civic) -\$260,370
 - The Rental fleet is budgeted in the Rental Fund (105-*)
 - Alliance Hall parkers are budgeted in Health Administration

2023 est (jan-Sept)	avg mo	charge	total	
COA employees	120.40	\$ 100.00	\$ 12,040.00	
APD secure	72.00	\$ 100.00	\$ 7,200.00	
COA Fleet	19.00	\$ 100.00	\$ 1,900.00	
new parker true-up	5.13	\$ 100.00	\$ 513.00	
new cards	1.43	\$ 25.00	\$ 35.75	
reactivations	0.88	\$ 10.00	\$ 8.80	
		Avg Mo.	\$ 21,697.55	
		2023 Est	\$260,370.60	

(50) Other Services and Charges (\$163,520)

- Civil Service physical testing proctor – Police Physical Agility contracted vendor - \$30 per applicant- average 500 applicants- \$15,000
- Civil Service testing materials and services- Written Exam for Police and Fire - \$15,000
 - Police Test- 250 applicants- \$29.38 per applicant- \$7,345
 - Fire Test- 300 applicants - \$27.08 per applicant- \$8,125
- Legal notices and advertising - Legal ads are placed in the newspaper for all Civil Service meetings and Civil Service job postings (10 legal notices, 2 job postings) - \$900
- HR is required to post job advertising for all open positions from all departments. Each posting is averaging \$400 per advertisement. \$37,500
- Background checks, MVRs (new hires and annual), drug screens (new hire, random and reasonable suspicion) - \$20,000
 - Background checks- \$40 average per applicant
 - MVRs – \$12 per state
 - Drug Screens-
 1. \$29 per applicant/ reasonable suspicions
 2. \$77 per applicant (Civil Service)
- Court stenographer for Civil Service meetings -\$300 per appeal hearing - \$3,000.00
- Lexis Nexis- Administrative account for 2 HR accounts - \$3,120.00
- CDL background check, medicals, and drug screenings- new Federal requirements for Commercial Driver's License will require additional testing - \$9,000.00
- Recruiter Services- HR has been tasked with utilizing recruitment services for hard to fill, executive positions. These services average a contingent fee of 20% of first year salary - \$45,000
- Payment for background clearances for summer employees who are Allentown residents \$5000
- Employee recognition event- \$10,000

(53) Wellness (\$10,000.00)

- Reimbursable wellness expense through Capital Blue, money must be used for wellness activities or to purchase wellness supplies for employees. In the past, this money has been used for Family Fun & Wellness Day, prizes for staff at Risk & Safety Day, and supplies, such as shirt, pens, and bags, with the city logo for employees.
 - Fitness/Wellness classes taught by a certified instructor in person or virtual- \$1500.00
 - Health fair expenses (safety day) cost for vendor expenses, healthy snacks, prizes etc. - \$5000.00
 - Giveaways ICENTIVES (gift cards/fitness trackers/ etc.) \$3500.00

(68) Operating Materials and Supplies (\$51,500.00)

- Miscellaneous office supplies, orientation and training supplies, lanyards, etc. - \$1,000.00
- New and updated employee badges - \$5,000.00
- Benefit Wellness Portal online program- \$40,000.00
- Job Fair Materials - \$5,500.00
 - Tent - \$500
 - Cart- \$200
 - Items (giveaways)- \$4,500
 - Registration fees - \$300

(72) Equipment (\$5,000)

- Misc. equipment purchases as needed - \$1,000.00
- Office furniture - manager's office need replacement furniture - \$5,000.00

(This number will have to increase if additional HR staff members are approved as additional funds for equipment such as laptop and furniture will be required.)

IT Management Systems Narrative (000-07-0604)

Customer Services

Provides centralized technology support to the City of Allentown employees and elected officials. Customers have a single point of contact. The Service Desk logs incidents, researches solutions, triages and escalates as needed, tracks actions and results, and identifies solutions. The service desk also coordinates technology training for enterprise-wide, departmental, and specialized software applications and systems.

Infrastructure Services

Provides administration and management of the following: Systems, Networks, Servers, and Storage assets. Design, implementation and troubleshooting of systems and technology assets. Defines and implements database maintenance, backup and disaster recovery services and plans. Administration of security policies and procedures.

Application Services

Provides the management and provision of the following services: business processes analysis, develops customized computer programs and enhancements, tests and implements software changes, supports existing applications, and resolves program problems reported by customers; applies major hardware and software updates, writes training materials, and conducts customer training, writes technical and functional documentation.

Administration Services

Dedicated to providing the following services: Budgeting, contract management, payroll, standard policies and procedures, purchasing, record keeping, reporting, scheduling, training, strategic planning, discipline, leadership, teamwork and vision that is flexible and adaptable to changing conditions.

Goals

- Business Aligned & Customer Focused
- Agile & Adaptive
- Reliable & Resilient
- Secure & Stable
- Modern & Mobile
- Effective & Efficient
- Reliable Network and Servers

- Secure Network and Servers
- Stable Mission Critical Applications
- Business Process Alignment
- Customer Service
- Application Modernization
- Infrastructure Resiliency & Modernization

Measurable Objectives

1. Training - Improve cyber security by having employees complete & pass 50% of monthly security awareness trainings.
2. Security – Remediation of Zero day & Critical vulnerabilities within 15 days
3. Run the Business – Maintain current business capabilities to the expectations of business unit leaders, executive leadership, & elected officials.
4. Change the Business – Expand existing business capabilities & drive innovation of new business capabilities resulting in improvements in business operations & performance.

IT Expenses (000-07-0604-0001-*)

(22) Telephone- (\$280,200)

1. The IT department pays for the cost of telephone services for the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$70,200.00.
 - a. Vendor Name: Ironton (Service Electric)
 - b. Vendor Account Number:

2. The IT department pays for the cost of cell phone services for the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$139,000.00.
 - a. Vendor Name: Verizon
 - b. Line Details (as of 8/18/2022)
 - i. 128 lines at \$42.28/month (Smart Phone)
 - ii. 73 Lines at \$47.28/month (Smart Phone w/ hotspot)
 - iii. 11 lines at \$25.09/month (Basic Phones)
 - iv. 32 lines at \$40.01/month (Mifi and tablets with unlimited data)

- v. 6 lines at \$30.02/month (Mifi and tablets with shared data)
 - c. Device upgrades and/or new lines of service average about \$50 for equipment and we should plan to replace about 80 per year.
3. The IT department pays for the cost of internet services for the city. The total cost for 2023 is expected to be \$71,000.00 These services are provided using the following vendors. Fire Academy and additional previously unbilled expenses for existing services are expected in 2023.
- a. Vendor Name: RCN
 - i. Current contract C22-000036 is for service at primary and backup data center at \$22,800.00 per year.
 - ii. Cable Modem connections to 4 remote locations for VPN is \$240 per year
 - b. Vendor Name: PenTeleData (PTD)
 - i. Current contract C22-000037 is for service at primary and backup data center at \$24,170.16 per year.
 - c. Vendor Name Number: Service Electric TV (SECTV)
 - i. Provide VPN connection service (cable modem) to Bucky Boyle Park at \$1,049.40 per year.

(24) Postage and Shipping (\$500)

- 1. The IT department pays for the cost of occasionally shipping equipment. The total cost for 2023 is expected to be \$500.00.

(26) Printing (\$100)

- 1. The IT department pays for the cost of managed printing services. The total cost for 2023 is expected to be \$100.00.

(34) Training and Professional Development (\$44,500)

- 1. CompTIA Security+ Certification for 2 Helpdesk Analyst (2 FTE)
 - a. \$2000
- 2. ESRI Conference & Training Courses (2 FTE)
 - a. \$4400
- 3. Tyler Conference & Training (4 FTE)
 - a. \$6000

4. Lucity Conference & Training (3 FTE)
 - a. \$4400
5. Fortinet Training – (2 FTE)
 - a. \$8200
 - b. [Fortinet FORT-NSE4SAIB - NSE4 Security and Infrastructure Bundle | F...
\(fastlaneus.com\)](#)
6. The IT department pays for the cost of training all city employees in cybersecurity awareness. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$11,500.00.
 - a. Vendor Name: Not disclosed for security purposes
 - b. Vendor Account Number: Not disclosed
7. The IT department pays for the cost of needed certifications for IT employees. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$8,000.00.
 - a. Vendor Name: Johnson Controls
 - b. Vendor Account Number: 00085971

(42) Repairs and Maintenance (\$1,999,078)

1. Preventative maintenance and repairs on the air conditioning used to cool the primary Data Center for the city. This consists of 4 air conditioning units. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$15,000.00.
 - a. Vendor Name: DVL
 - i. Contract C22-000044
2. Preventative maintenance and repairs on the air conditioning used to cool the secondary Data Center for the city as well as the fire suppression system in the secondary Data Center. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$16,300.00.
 - a. Vendor Name: DVL
 - b. Vendor Name: SSI

3. Preventative maintenance and repairs on the fire suppression system in the primary Data Center for the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$1,300.00.
 - a. Vendor Name: SSI
4. Maintenance on the backup software used to backup data in the primary Data Center for the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$20,000.00.
 - a. Vendor Name: Not disclosed
5. Maintenance on the backup software used to backup data in the secondary Data Center for the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$20,000.00.
 - a. Vendor Name: Not disclosed
6. Maintenance on the infrastructure-related network equipment used to provide network connectivity in the primary Data Center for the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$35,000.00.
 - a. Vendor Name: Not disclosed
7. Maintenance on off-vendor warranty infrastructure-related equipment used throughout the city, such as network switches, servers, storage, etc. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$42,000.00.
 - a. Vendor Name: Service Express
 - i. Current contract C22-000051 expires 2/28/2023 and we will be sourcing multiple vendor quotes in 2023 for future support.
8. Maintenance on the infrastructure-related storage equipment used to provide data and video storage in the primary Data Center for the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$50,000.00.
 - a. Vendor Name: Not disclosed for security purposes
9. Maintenance on the infrastructure-related server equipment used to provide compute in the primary Data Center for the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$50,000.00.
 - a. Vendor Name: Not disclosed for security purposes
10. Maintenance on the infrastructure-related backup equipment used to protect data in the primary Data Center for the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$50,000.00.

- a. Vendor Name: Not disclosed
- 11. Maintenance on the city's Internet presence such as domain names and public IP addresses. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$1,500.00.
 - a. Vendor Name: GoDaddy
- 12. Preventative maintenance and repairs on the uninterruptible power supply (UPS) used to provide backup power in the primary Data Center for the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$8,000.00.
 - a. Vendor Name: Skae Power Solutions
 - i. Contract C22-000035 expires 11/2023 and we will be sourcing multiple quotes for future support.
- 13. Preventative maintenance on the uninterruptible power supply (UPS) used to provide backup power in the secondary Data Center for the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$4,000.00.
 - a. Vendor Name: DVL
- 14. Maintenance on securing the city's Internet presence with the use of SSL certificates. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$1,200.00.
 - a. Vendor Name: GoDaddy
- 15. Maintenance on the software used to provide employees with the ability to create and manage PDF files. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$1,200.00.
 - a. Vendor Name: Kofax
 - b. Software Name: Power PDF
- 16. Maintenance on the software used to provide proactive security measures and awareness for data within the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$55,995.44.
 - a. Vendor Name: Not disclosed for security purposes
 - i. Contract C22-000052
 - b. Software Name: Not disclosed

17. Maintenance on the software used to provide a password vault infrastructure-related technologies within the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$1,600.00.
 - a. Vendor Name: Micro Works (reseller)
 - b. Software Name: Not disclosed
18. Maintenance on the software used to provide email signatures on all email correspondence within the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$6,850.00.
 - a. Vendor Name: Exclaimer
19. Maintenance on the software used to provide a helpdesk ticketing system within the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$5,000.00.
 - a. Vendor Name: SHI (reseller)
20. Maintenance on the infrastructure-related network equipment used to provide redundant Internet services in and out of the primary Data Center for the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$6,500.00.
 - a. Vendor Name: Access IT Group (reseller)
21. Maintenance and repairs on the hardware used to provide audio and visual services of town hall meetings within the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$1,500.00.
 - a. Vendor Name: Vistacom
22. Maintenance on the infrastructure-related network equipment used to provide Internet services and secure network traffic in and out of the primary Data Center for the city as well as various other buildings throughout the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$65,000.00.
 - a. Vendor Name: Not disclosed for security purposes
23. Maintenance on the infrastructure-related network equipment used to provide Internet services and secure network traffic in and out of the secondary Data Center for the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$13,000.00.
 - a. Vendor Name: Not disclosed for security purposes

24. Maintenance on the software used to provide operating systems on all city workstations and servers within the city as well as a multitude of other products. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$455,000.00.
- a. Vendor Name: Microsoft
25. Maintenance on the software used to provide tax services to the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$52,000.00.
- a. Vendor Name: Admins Inc.
26. Maintenance on the software used to provide various services to and within the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$242,000.00.
- a. Vendor Name: Tyler Technologies
27. Maintenance on the software used to provide global mapping services to and within the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$98,000.00.
- a. Vendor Name: ESRI
28. Maintenance on the software used to provide a work order system to and within the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$42,000.00.
- a. Vendor Name: Lucity
29. Maintenance on the software used to provide proactive network and application monitoring and alerting within the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$23,000.00.
- a. Vendor Name: Not disclosed for security purposes
30. Maintenance on the software used to provide self-service and multi-factor authentication capabilities within the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$2,100.00.
- a. Vendor Name: Not disclosed
31. Maintenance on the software and hardware used to provide phone services within the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$38,000.00.
- a. Vendor Name: VOIP Networks

32. Maintenance on the software used to patch non-Microsoft software for security vulnerabilities within the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$1,900.00.
- a. Vendor Name: Not disclosed
33. Maintenance on the software used to provide highly available secure remote access to applications within the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$33,000.00.
- a. Vendor Name: Citrix
34. Maintenance on the infrastructure-related software used to virtualize servers and consolidate hardware in the primary Data Center for the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$11,000.00.
- a. Vendor Name: Not disclosed
35. Maintenance on the infrastructure-related software used to virtualize servers and consolidate hardware in the secondary Data Center for the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$11,000.00.
- a. Vendor Name: Not disclosed
36. Maintenance on the misc. software used by the Law Office and City Council to provide employees with the ability to do their jobs. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$1,300.00.
- a. Vendor Name: OpenText
 - b. Software Name: Brava
37. Maintenance on the hardware and software used to provide visual notifications and information within the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$6,000.00.
- a. Vendor Name: ReachMedia
38. Maintenance on the software used to provide remote access to the system used to stream town hall meetings within the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$750.00.
- a. Vendor Name: Not disclosed
39. Preventative maintenance on the generator used to provide alternative power to the primary Data Center for the city in the case of a power outage. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$5,000.00.
- a. Vendor Name: TBD

40. Cost for year 2 of the Government Experience Cloud (Enterprise). As of 8/31/22, this product is pending approval by City Council for purchase with 2022 funds. It is expected that this will be approved, in which this is the amount due in 2023. This includes a website & content Management System, digital forms builder, email & SMS communications service, and the ability for citizens to apply to boards and commissions online. Product description is included in Teams. \$58,582.50.

a. Vendor Name: Granicus

41. Cost to convert records in Tyler Content Manager associated with certain Eden permits, licenses, & code cases to be associated with Energov Permits, Licenses, & code enforcement cases.

\$10,000

a. Vendor Name: Tyler Technologies

42. Cost to replace end of life multifunction printers

\$7500

43. Cost to maintain software licenses & support for Granicus – Legistar/Meetings Suite

\$40000

44. Costs to support & maintain www.allentownpa.gov website.

\$50000

45. Eden to Munis Financial Software Migration- estimated total cost \$900,00 (ongoing cost TBD) This project is at the request of the Finance department. IT would like to purchase a system to replace the current Financial & HR components of the Eden system. The total estimated cost of this project is \$900,000. It is expected that an initial payment of \$350,000 would need to be made, with the remaining due in subsequent years. This would also require additional funds to be added to the general baseline budget in subsequent years as the new software would have annual maintenance. \$350,000

(46) Other Contract Services (\$351,500)

1. Cost of contract and/or consulting services used to aid with technological projects and future development regarding the current and future state of the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$140,000.00.

a. Vendor Name: Microsoft

2. Cost of contract and/or consulting services used to aid with technological projects and future development regarding the current and future state of the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$100,000.00.
 - a. Vendor Name: ESRI
3. Cost of contract and/or consulting services used to aid with configuration of the phone system within the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$7,500.00.
 - a. Vendor Name: VOIP Networks
4. Contract and/or consulting services used to aid with technological projects and future development regarding the current and future state of the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$71,000.00.
 - a. Vendor Name: Gartner
5. Cost of cloud-based services used to provide infrastructure redundancy within the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$15,000.00.
 - a. Vendor Name: Microsoft Azure
6. Contract and/or consulting services used to provide multilingual support to the city. These services are provided using the following vendors noted below. The total cost for 2023 is expected to be \$18,000.00.
 - a. Vendor Name: Language Line

(54) Repair and Maintenance Supplies (\$1,000)

1. Cost of equipment parts and supplies such as workbenches, tables to work on equipment within the city. The total cost for 2023 is expected to be \$1,000.00.

(72) Equipment (\$15,000)

1. The IT department pays for the cost of misc. unknown hardware needed throughout the year within the city to support normal daily operations. Example: Equipment procured without a

power cord, or some other component required to fully utilize a piece of equipment. The total cost for 2023 is expected to be \$15,000.00.

Parks and Recreation Department Narrative (08)

The initial inspiration to develop a park system in Allentown is traditionally accredited to Mayor Fred Lewis who, in 1904, was moved by a story of a young boy who had broken a window in a nearby home while he was playing baseball on a City-owned vacant lot. Mayor Lewis, realizing that the fault was not in the boy but in the lack of available recreation areas, investigated the potential development of City-owned land into a park. The result was creation of the 7.5-acre West Park, Allentown's first park as well as the creation of the Allentown Parks Dept.

In 1924, under the direction of General Harry C. Trexler as the first President of the City Planning Commission, the Parks Department began developing the master plans for Allentown's parks. In efforts to protect our watershed, acquisitions began with what are now Little Lehigh Parkway, Cedar Creek Parkway and Jordan Park. These served as the first steps toward a planned system of connecting parkways winding through the City. From the 1930s onward park expansion continued with Works Progress Administration projects on the east and south sides, creation of the Allentown Municipal Golf Course and a myriad of parks which have become the jewels of the "Queen City." From those humble beginnings in 1904 to today, Allentown's park system has grown exponentially, providing health and recreation benefits to the city's growing population. The National Recreation and Parks Association reports that of U.S. cities our size, the median total park acreage is a mere 1,273 acres. Allentown boasts over 2,000 acres of park land and 35 miles of trails.

Given the close relationship between parks and recreation activities and the need to provide more recreational activities for Allentown youth, a Bureau of Recreation was established thereby creating the Department of Parks and Recreation.

The COVID-19 pandemic had a significant impact on parks and recreation activities. In 2020, the 107th Annual Allentown Summer Playground Program was cancelled. All city-sponsored youth sports activities, all city pools, the traditional Summer Concerts in West Park and other city venues as well as Movies in the Park were cancelled. However, all Allentown parks remained open to the public, the Allentown Municipal Golf Course opened in May and the "Recreation at Home"

virtual series was developed to engage youth in a myriad of wellness, sports and educational activities.

2021 and 2022 saw the successful implementation of our on-line recreation management software resulting in an increase of customer service efficiency as well as facility rentals and revenue. Additional youth sports offerings included King of the Court basketball program, flag football, pickleball, expanded Queen of the Court basketball, development of a youth soccer program, implementation of a “Learn to Swim” program, sports coaching clinics, Lifeguard Class offerings and skatepark etiquette programs. The Municipal Golf Course generated its highest revenue since inception. Phase One of the Jordan Park Skatepark was completed, and a number of projects were underway.

The emergence of COVID resulted in an exponential increase in park usage and that wave continued in 2022 as more residents and visitors “rediscovered” Allentown’s parks and trails. As COVID mitigation measures relaxed, sports organizations worked tirelessly to rebuild teams and tournaments. Two Allentown pools opened as scheduled, an inclusive soccer event was held and in June 2022, the Special Events program was added to the Parks and Recreation portfolio.

The Special Events team works closely with both the Parks and Recreation Bureaus. Over the past several years, the number of permitted special community events has increased resulting in significant public engagement. City-run events include Juneteenth, 4th of July Celebration, Allentown Classics & Cruisers, Allentown Halloween Parade and Lights in the Parkway. City-sponsored events, typically managed by the Allentown Chamber of Commerce, include Blues, Brews and Barbecue, Allentown Beer Festival, Tree Lighting Ceremony, New Year’s Eve Celebration, Fall Cocktail Trail and Spring Cocktail Trail. In general, 2021 permitted events numbered sixty-three (63) and thus far in 2022 there have been seventy-five (75) events with an estimated additional twenty (20) events to be scheduled before year’s end.

Capital projects in the amount of \$7.387 million, previously stymied by funding, personnel shortages or supply chain issues, moved forward including: Jordan Creek Greenway Trail construction, Valania Park construction, Works Progress Administration design/construction, Percy Ruhe Park master plan, Jordan Skatepark Phase II redesign, Bogert’s Covered Bridge rehabilitation

design, Irving Pool design, MLK Trail design, Municipal Golf Course improvements, Parks Maintenance building feasibility study and Cedar Creek bridge construction.

Anticipated 2023 Capital project activities valued at \$4.31 million include management and work associated with the 2022 capital projects in addition to Irving pool construction, Jordan Pool design and Phase 4 of Works Progress Administration design/construction. Additional capital projects are slated for consideration should funding requests in our Enhancement Package be approved. These include priority projects at \$5.59 million: Irving Pool construction (additional funds request), Jordan Skatepark-Phase II construction, MLK Trail construction, Jordan Pool construction, La Placita design/construction and Watershed Action Plan development; and second priority projects of Parks Maintenance Building construction, and stormwater remediation activities valued at \$7.25 million.

Parks Grounds Maintenance Expenses (000-08-0709-0001)

(06) Premium Pay (110,699)

Parks Maintenance has 35.25 positions that are allocated in the general fund. Funds from premium pay are used to accomplish the following tasks: trash collection, snow removal for Streets (public right of way, plowing and sidewalk clearing), snow removal in parks (trails and parking lots), restroom cleaning, annual flower watering in the downtown district, special events, tree emergencies, pool and spray park maintenance, and litter collection.

Additional funds are being requested for 2023 due to an overall increase of overtime costs. Park usage has increased exponentially since Covid-19. This increase in park usage has created a need for more maintenance to be conducted outside of normal operating hours. Parks Maintenance has increased trash collection, litter collection and restroom maintenance in order to keep up with increased volume of usage.

Parks Maintenance is requesting for the 2023 fiscal year \$110,699.40 based on the actuals from 2021 and taking into consideration the additional labor costs per the S.E.I.U. contract.

(20) Electric Power (\$0)

The Parks Maintenance and Recreation Bureaus general fund accounts have a total of 57 electric accounts with PPL. These 57 accounts are maintained and paid by Parks Maintenance. The total projected kilowatt usage for these 57 accounts is 537,834. Projected total cost is \$66,073.65 for the 2022 fiscal year. The Department will be adding an additional 81 streetlights for the Jordan Creek Greenway Trail. These lights will incur an additional estimated cost of \$2,700 for the 2023 fiscal year.

As the City is moving to centralize its Electric power under Building Maintenance, therefore, our projected expenditure of \$75,000 has been budgeted in Building Maintenance to cover 2023 electrical costs for Parks Maintenance.

(26) Printing (\$4,635)

Parks Maintenance replaces multiple signs within the park system annually. Signage includes No Parking, Rules, and Emergency signage. The signs need to be replaced on an as needed basis due to vandalism, and normal wear and tear. Total anticipated expenditures for park signage is \$3,195. In addition to park signage, the IT Department has contracted with Edwards Business Systems to provide the City with printer supplies. IT estimates this expenditure to be \$135 for the 2023 fiscal year for Parks Maintenance Bureau.

(28) Mileage (\$200)

The Parks Maintenance Bureau has obtained an EZPass to be utilized for multiple trainings and conferences throughout the year. These trainings include Turf, invasive weed, certified playground safety, and environmental. Conferences that are attended by maintenance staff are PRPS and NRPA conferences. These trainings and conferences are key part of the overall maintenance plan of the parks system.

(30) Rentals (\$7,200)

Hurricane Sandy destroyed the Parks Maintenance building in 2012. Due to the damage, the building had to be demolished and created a lack of a storage facility for Parks Maintenance equipment. An agreement was reached with AEDC to provide Parks Maintenance with storage facility for equipment. The storage facility is integral in providing a secure shelter for Parks Maintenance equipment and preventing unnecessary wear and tear by being stored outside in the elements. The

annual cost of the storage facility is \$7,200. This is an evergreen contract, renewed yearly as needed until a new Parks Maintenance facility is constructed.

(32) Publications & Memberships (\$3,675)

The Parks Maintenance Bureau maintains several memberships for its employees. \$925 is required annually for ISA and PennDel Chapter memberships for the five certified arborists on staff. In addition to the yearly membership dues, certified arborists must renew their certifications every three years. That is additional cost of \$1,500 for 2023.

Parks Maintenance currently has 22 employees that certified with the PA Dept. of Agriculture as Pesticide Applicators or Technicians. These certifications are required by the Commonwealth of PA for Parks Maintenance to continue its turf and invasive weed maintenance program. A total of 5 technicians and 4 applicators are due for renewal in 2023. Total anticipated cost is \$150.

Several employees within Parks Maintenance are required to obtain and maintain a CDL license. Per the City's agreement with S.E.I.U., we are obligated to reimburse employees for their CDL renewals. A total of 9 employees are due for CDL renewal in 2023. Total anticipated cost for 2023 is \$900.

One employee is a Certified Horticulturalist through the PA Landscape and Nursery Association. This certification allows the employee to attend trainings and conferences to learn about cultivation of roses and various other flowers and plants. Cost is \$200.

(34) Training and Professional Development (\$5,000)

Parks Maintenance employees are required to obtain continuing education credits for their various certifications. These trainings and certifications are integral to maintaining maintenance standards and having an educated and knowledgeable workforce maintaining the City's Park system. Training opportunities vary from year to year based on availability.

There are a total of eleven employees who are required to obtain continuing education credits for pesticide applicators. Pesticide Applicators are certified with the PA Department of Agriculture. Continuing education allows staff to learn how to safely handle and apply various products

throughout the parks. Anticipated cost of this continuing education for these staff members is \$1,000.

Five of the Park Maintenance staff are certified arborists through the International Society of Arborists. Continuing education allows the arborists to perform their duties safely and skillfully. These trainings allow the City to maintain a healthy tree canopy throughout the City. Cost of this continuing education is \$1,000.

One employee in Parks Maintenance is a certified Horticulturalist/Rosarian.

There are a total of four certified pool operators for Parks Maintenance. These continuing education credits allow the Parks Maintenance staff to continue to provide safe operation of the City's pools and spray parks for citizens to enjoy in the summer. Total anticipated costs for pool operator trainings is an increase to \$2,500.

(42) Repairs and Maintenance (\$8,900)

During the year, unexpected repairs occur. Included in these repairs are fleet repairs that are beneath the \$500 threshold set by Risk Management. These types of repairs can include, tires, minor vehicle damage, etc. These repairs are done by the contracted fleet management service as needed. Anticipated 2023 cost is \$4,000.

In addition to fleet repairs, it becomes necessary to have outside contractor's repair damages to fences, guardrails, etc. Anticipated 2023 expenditures is \$4,000.

Quest Pest provides pest control to Parks Maintenance facilities. These facilities include the Parks Maintenance Barn, Fish Hatchery and 2700 Parkway building. This cost of this work is determined by quote 2015-002. Total anticipated cost is once again \$900.

(46) Other Contract Services (\$27,025)

The Department of Parks and Recreation has contracted the services of USDA APHIS Wildlife Control (C27-000115). The USDA assists the Department with controlling the Canadian Geese

populations in the various waterways and lakes located within the City. They also assist with other animal issues such as deer and red tail foxes for example. Cost of the contract for 2023 is \$19,325.29

The City's Fleet Service has contracted with Samsara to provide GPS and camera services for several trucks in the Parks Maintenance fleet. The GPS units assist with creating more efficient routes for routine work and for Street snow removal. The cameras assist in documenting any incidents while employees are conducting their daily routines. There are a total of 20 units with GPS at a cost of \$5,600 and 5 units with cameras at a cost of \$2,100.

(50) Other Contract Services and Charges (\$1,258)

This expenditure account covers underground storage tank fees for the fuel tanks located at 2100 Linden St. Additionally, waste hauler fees and various fees for permitted work required by the City are paid from this account. Parks Maintenance does not anticipate any increased expenditures in this account.

(54) Repair and Maintenance Supplies (\$87,000)

The repair and maintenance supplies expenditure account is used by Parks Maintenance to purchase tools, supplies and materials needed to assist in the day-to-day operations and preventative maintenance of the parks system. Overall needs and amounts fluctuate due to demand, availability and market volatility. In addition to the anticipated costs, consideration is also given to emergency needs and repairs that unexpectedly occur during the year.

For 2023, supplies used for general repairs, emergency and preventive maintenance for the pools, spray parks, restrooms, drinking fountains, decorative fountains, and irrigation systems have also been accounted. These items were previously budgeted under the 'Pipes & Fittings' account (64).

\$20,000 is the estimated cost for supplies to paint all three pools at the Mack Facility. The three pools need to be painted every three to four years as part of the Parks Maintenance preventative maintenance plan for the pool facilities. The painted surfaces wear over time due to use and chemicals to treat the water.

(56) Uniforms (\$11,000)

Parks Maintenance is required by the S.E.I.U. contract to provide uniforms and safety shoes to employees. \$5,500 has been budgeted for uniforms and \$5,500 for safety shoes for a total of \$11,000.

(62) Fuels, Oils and Lubricants (\$25,000)

Parks Maintenance uses these funds to primarily obtain heating oil. Market conditions have increased these expenses presently and appear likely to increase in the foreseeable future. \$21,000 was budgeted for 2023 to accommodate these expenses.

\$1,000 is also budgeted for 2023 for costs related to purchasing motor oil, grease, hydraulic fluid, etc.

The Fish Hatchery requires propane heaters to warm the water in the winter months. Projected cost of the propane required is \$2,000.

The forklifts for Parks Maintenance utilize propane. The projected annual cost to purchase propane for the forklifts is \$1,000.

(66) Chemicals (\$50,500)

The chemicals expenditure account is used to purchase various chemicals for multiple maintenance needs. In 2023 we are planning to treat 3 pools and one spray pad that is filtered. In addition to the pools, various chemicals are purchased using this expenditure account for turf and landscape maintenance and in the winter, ice melt and anti-freeze are purchased to winterize multiple restrooms in the parks system. Pool and turf maintenance chemicals are purchased through the competitive bid process. Industrial gasses also utilize this account to purchase, liquid propane and acetylene. Parks Maintenance anticipates a price increase for the chemicals purchased through this account.

(68) Operating Materials and Supplies (\$31,500)

Parks Maintenance anticipates an increase for annual flower plantings. The Hamilton St. Streetscape plan calls for additional materials and plants. The annual flowers are competitively bid every year. \$9,000 is the estimated cost for these planned changes.

Landscape bed mulch and certified playground mulch is competitively bid annually by the Purchasing Dept. Landscape mulch is used all City right of way beds. Parks Maintenance uses approximately 600 cubic yards of landscape mulch. Approximately 500 cubic yards of certified playground mulch is used at the multiple playgrounds located throughout the park system.

Also included in the landscaping materials line item is topsoil, seed, E & S controls, potting soil, infield mix, and hydro-mulch. All of these materials are used at various locations throughout the parks.

\$2,500 was once again budgeted for any COVID PPE and supplies expenses that may occur for 2023 just as in 2022.

All other line items with in the 68-expenditure account will remain the same as 2022.

(72) Equipment (\$37,600)

Equipment items purchased utilizing this account are used for day-to-day maintenance in the parks. The small equipment purchased using this account meet the threshold established by the City Controller (chainsaws, blowers, string trimmers, etc.) Items purchased vary depending on the maintenance needs for the year.

In addition to small equipment, the Department has developed an annual replacement plan for a 60" zero turn mower to be replaced on an annual basis. This ensures the mowing fleet is operating at optimal efficiency and maintenance can be conducted in a timely and efficient manner.

Parks Maintenance also annually updates office and computer equipment on an as needed basis. Equipment is used to enhance productivity and increase efficiency. For 2023, Parks Maintenance would like to upgrade the laptop the Clerk 3 is using to a Microsoft Surface laptop from the Dell Latitude that is currently being utilized.

The City upgraded the radio system used by employees in 2018. The final payment due for this upgrade is due in 2023 at a cost of \$20,660.

Parks Maintenance does not anticipate an increase for 2023

Special Events Program Narrative (000-08-0709-0007)

Allentown is host to hundreds of special events each year including fairs, festivals, marathons, fund-raising walks, community and cultural celebrations, and much more. The Bureau of Special Events (SE) works with other City departments to make sure that those who host events have all the necessary permits, licenses, insurances, and agreements.

The responsibilities of the bureau have expanded considerably in recent years. We are working to streamline the special event application intake process, ensuring that stakeholders from the public and private sectors have a single point of contact to guide them through the special event application process. As a front-line municipal agency, we strive to deliver comprehensive customer service to the citizens of Allentown, local community groups, business associations, and event producers. SE will coordinate with various departments that manage websites and social media platforms to ensure that the citizens of Allentown are notified of event-related information including schedules of upcoming events and road closures in addition to distributing public service announcements on billboards throughout the city.

2019- 160

2020-84 (Covid)

2021-64 (Covid)

2022-93 to date

Special Events Expenses (000-08-0709-0007-*)

(0007-30) Rentals (\$5,000)

These funds are solely for any rentals of items such as portable toilets, additional stages, tables/chairs which are needed for the four (4) City-run special events.

(0007-32) Publications and Memberships (\$500)

This encompasses memberships for two persons in a special events-related association. International Festivals & Events Membership. (1) year cost \$500.00, includes some trainings, event trend updates, best practices, and training resources.

(0007-34) Training and Professional Development (\$4,000)

This line item is used for training for two staff members to attend Event Management School. Amount is based on the International Festivals & Events Association Cost in 2022 per person, and double occupancy at \$1800.34 per person not including travel expenses, 2022 was hosted in McAllen, Texas. The Event Planner Expo, or International Festivals & Events Association.

(0007-46) Other Contract Services (\$305,000)

This line item is used for several special events purposes.

- 1) Per 2022 expenditures, the awarded two-year agreement will cover 2023 (2) shows, Juneteenth and 4th of July Fireworks show.
- 2) \$30,000.00 is for City Sponsored events, in which paid fees will be approved and provided a reimbursement. Past 2022 event examples requesting this support include St. Patrick's Day Parade, PRCP Puerto Rican Festival, India Heritage Day. Current application process allows for sponsorship up to \$1000.00, per organization, per calendar year based on the cost paid for city services to support the event.
- 3) Currently there are (4) city run events Juneteenth, 4th of July, Classics & Cruisers, and Fall in the City, also known as Allentown Halloween Parade. Funds will be used to run each event at \$50,000 per event, and or contract various events out within that budget via RFP process. The budgets were developed based on the cost to run each event in previous years, and while researching the cost of RFP Contracts developed in other cities.
- 4) CED Chamber Contract events, managed by the Allentown Chamber of Commerce, including Blues, Brews and Barbeque, Allentown Beer Festival, Tree Lighting Ceremony, New Year's Eve Celebration, Fall Cocktail Trail and Spring Cocktail Trail, in the amount of \$50,000.00.

(0007-50) Other Services and Charges (\$11,000)

This line item is utilized for marketing and advertising expenses for (4) City Run Events including Juneteenth Celebration, 4th of July Fireworks Celebration, Classics and Cruisers on Hamilton and Fall in the City also known as Allentown Halloween Parade. On average \$2750.00 per event.

(0007-54) Repair and Maintenance Supplies (\$3,000)

This line item will be used for special event maintenance supplies. Examples include hoses, banners brackets and repair items, hooks, hammers, tools, and equipment's to support city run events and special event initiatives such as the Hometown Heroes program.

(0007-56) Uniforms (\$1,000)

This line item is for the purpose of providing two (2) event staff t-shirts, jackets, reflective gear, etc.

(0007-68) Operating Materials and Supplies (\$11,000)

This line item is for the purpose of purchasing supplies and materials for (4) City Run Events including Juneteenth Celebration, 4th of July Fireworks Celebration, Classics and Cruisers on Hamilton and Fall in the City also known as Allentown Halloween Parade. Examples of purchases include décor, wayfinding signs, t-shirts, giveaways.

(0007-72) Equipment (\$3,000)

This line item is for equipment needed for the Hometown Heroes Banner Program. Family members purchase the banners, Special Events covers any equipment necessary for the hanging and removal of the banners, funds will be used for installation supplies.

(0007-90) Refunds (\$500)

This line item is for the purpose of providing any refunds of the Special Event Application Fee and covers up to six (6) refunds.

Lights in the Parkway Program Narrative (000-08-0709-0008)

Lights in the Parkway is one of the most traditional holiday displays in the Lehigh Valley and is emphasized as a traveling destination across the country having entertained visitors from all 50 states. Traditional favorites and larger than life spectacles set to music transform the Lehigh Parkway into a winter wonderland. In 2021, Lights in the Parkway celebrated its 25th year with an extended season featuring over 360 displays, 41 new features, and over 100 glistening wrapped trees.

Lights in the Parkway Expenses (000-08-0709-0008-*)

(0008-04) Temporary Employees (\$10,000)

This projection is solely based on what was previously budgeted by C.E.D. The funds were allocated previously for two seasonal managers to assist with onsite operations.

(0008-06) Premium Pay (\$44,000)

These funds are used to pay for any overtime costs for Parks Maintenance and Public Works to set up the event and traffic devices daily. In addition to the set-up overtime costs there are overtime costs for Parks Maintenance and Public Works to provide staffing for the weekend hours of operation for the event.

(0008-11) Shift Differential (\$1,500)

(0008-20) Power (\$0)

Expenditure moved to 000-03-0707-0001-20

The City is moving to centralize its Electric power under Building Maintenance. To that extent, \$8,000 has been budgeted in Building Maintenance to cover 2023 electrical costs for the extent of the event. Electric power is required to operate the light displays, ticket booths, and the operations trailer for the event.

(0008-30) Rentals (\$13,500)

Two boom lifts are necessary to set-up, maintain and tear down the event. Parks Maintenance does not have this equipment so they must be rented for a period of 6 weeks. Total anticipated rental costs for the two boom lifts is \$10,000 for 2023.

Portable toilets are required for the event for employees, volunteers, and the public at an estimated cost of \$1,000.

Rental of a message board for the length of the Lights in the Parkway event is anticipated to be approximately \$2,500. The message board is used to help direct traffic flow and display other pertinent information that needs to be displayed to customers as they enter Lights in the Parkway.

(0008-40) Civic Expenses (\$18,800)

Expenditures for this account are based solely on what C.E.D. has budgeted previously. \$15,2000 is budgeted for payments to civic groups, volunteers and additional Fire Police. \$3,600 has been allocated for gift cards for volunteers.

(0008-46) Other Contract Services (\$1,000)

Contract w/ Santa Claus to schedule time in the display for an interactive feature.

(0008-50) Other Services and Charges (\$40,000)

The amounts budgeted are based on the amounts C.E.D. budgeted for 2022. \$35,000 is budgeted for advertising on various media platforms. \$9,000 is to be used to pay for credit card fees.

(0008-54) Repair and Maintenance Supplies (\$13,000)

The repair and maintenance supplies expenditure account is used by Parks Maintenance to purchase repair items for the displays for Lights in the Parkway. Types of items purchased using this account are bulbs, mechanical parts, actuators and other various tools or supplies needed to keep the displays functioning for the event. Total anticipated cost is \$10,000.

\$3,000 has been budgeted for electrical supplies for the event. Items such as extension cords, electrical boxes, fuses, and any other type of electrical parts that are needed by the electrician tradesman for Parks Maintenance.

(0008-68) Operating Materials and Supplies (\$19,500)

Based on prior numbers budgeted by C.E.D., \$2,500 is budgeted for trailer supplies.

\$8,000 has been budgeted for the purchase of string lights. These lights are used to create new displays or to replace damaged or broken string lights.

Guidewire is used to brace and support multiple displays placed through Lights in the Parkway.

Approximately 20,000 ft. of guidewire is necessary for the event. Estimated cost for 2023 is \$9,000.

(0008-72) Equipment (\$35,000)

Light displays are updated annually to either replace old and worn out displays or to create new features for Lights in the Parkway. For 2023, an update is planned for the Victorian Village section of the display. The building light displays are aging and are in dire need of being replaced. Upon recommendation of Parks Maintenance, \$35,000 is needed for 2023 to replace aging light displays.

Recreation Narrative (000-08-0905-0002)

The Recreation Bureau's mission is to provide and promote broad-based recreational opportunities to improve the quality of life for citizens and visitors of all ages and abilities. This program provides for a wide range of year-round recreational activities on both a competitive and non-competitive level including leagues in baseball, softball, basketball, volleyball, football and soccer using both facilities owned by the city as well as the Allentown School District. Other activities provided or assisted by the program are reservation of the picnic pavilions, band trailer rentals, field rentals, fishing events, music concerts, running events, movies in the parks, tennis, pickleball, and dog park memberships. Additional responsibilities include developing and implementing the Allentown Summer Playground Program and providing environmental education and related activities for children and the public. The 2023 Recreation revenue assumptions include pavilion, field and court, and band trailer rental fees, youth basketball and adult volleyball league registration fees.

Recreation Expenses (000-08-0905-0002-*)

(04) Temporary Wages (\$308,826)

This expenditure account is where seasonal recreation staff is expensed from. This includes summer playground program staff, field rangers, interns, and concessions staff at Percy Ruhe Park.

To operate the Summer Playground program at multiple sites, the department hires instructors and supervisors for the implementation and oversight of the program. The 2023 anticipated expenditure is \$253,854

2023 proposed				
<u>Playground Instructor</u>	(1st Year)	(2nd Year)	(3rd Year)	
Positions				
Avg Hrly Wage	2.00	3.00	4.00	
# of weeks Needed				
Hours per week				
Staff Cost By Position	\$192,456.00	\$208,494.00	\$224,532.00	
		Average		
		Total Staff Cost	\$208,494.00	

2023 proposed				
Playground Supervisor	(1st Year)	(2nd Year)	(3rd Year)	
Positions	7	7	7	
Avg Hrly Wage	\$17.00	\$18.00	\$19.00	
# of weeks Needed	9	9	9	
Hours per week	40	40	40	
Staff Cost By Position	\$42,840.00	\$45,360.00	\$47,880.00	
		Average		
		Total Staff Cost	\$45,360.00	

TOTAL STAFF COST

Low End	\$235,296.00
Average	\$253,854.00
High End	\$272,412.00

Seasonal Field Rangers are responsible for on-site supervision of various programs and customer service during evening and weekend hours for pavilion and field rentals. The anticipated expenditure in 2023 is \$29,500

Field Ranger(s)									
Winter			# of				Pay Rate Per		
Basketball	Weeks	10	Employees	2	Hrs per wk	10	Hr	\$16.00	

									\$3,200.00
King/Queen of the Court	Weeks	16	# of Employees	1	Hrs per wk	10	Pay Rate Per Hr	\$16.00	
									\$2,560.00
Summer Basketball	Weeks	12	# of Employees	2	Hrs per wk	20	Pay Rate Per Hr	\$16.00	
									\$7,680.00
Summer Concert Series	Events	40	# of Employees	1	Hrs per event	4	Pay Rate Per Hr	\$16.00	
									\$2,560.00
Weekday Park Patrols	Weeks	20	# of Employees	1	Hrs per wk	10	Pay Rate Per Hr	\$16.00	
									\$3,200.00
Weekend Park Patrols	Weeks	20	# of Employees	2	Hrs per wk	16	Pay Rate Per Hr	\$16.00	
									\$10,240.00
							Total Cost		\$29,440.00

During the months of May through August, the Parks, and Recreation Department hires interns to assist with the volume of customer interactions at the office. Interns also work on various projects and programs in collaboration with the Recreation Program Specialists. The anticipated expenditure for 2023 is \$14,560

Recreation Intern(s)									
May to August	Weeks	14	# of Employees	2	Hrs per wk	40	Pay Rate Per Hr	\$13.00	
									\$14,560.00

Cashiers to operate the Percy Ruhe Park concession stand during the summer months are expensed out of this account. The anticipated cost of is \$10,912

Percy Ruhe Concession	pay rate	# of hr per wk	# on duty	wk expense	# of wks in season	Season Expense
Concessions Cashiers (Weekdays) *Basketball Season	\$11.00	20	2	\$440.00	12	\$5,280.00
Concessions Cashiers (Weekends) - Memorial Day to Labor Day	\$11.00	16	2	\$352.00	16	\$5,632.00
Total						\$10,912.00

(06) Premium Pay (\$1,500)

Based upon schedule of events and staff availability there are times hourly recreation staff work overtime, beyond 40 hours per week. Based on 2022 actual and estimates and 2023 projected, it is anticipated that premium pay will cost \$1,500

(11) Shift Differential (\$75)

(22) Telephone (\$390)

This expenditure account covers the telemetry cost for the Dixon Street Dog Park. The 2023 cost is increased over 2022.

(26) Printing (\$3,126)

This expenditure account is for recreational facility signage at various rentable amenities throughout the park system. The 2023 anticipated expenditure is \$2,500

In addition to recreational signage, the IT Department has contracted with Edwards Business Systems to provide the City with printer supplies. IT estimates this expenditure to be \$626 for the 2023 fiscal year for Recreation Bureau.

(30) Rentals (\$9,650)

Portable toilets are rented by the recreation department for the duration of the summer playground program at sites without permanent restroom facilities. Additional portable toilets are rented for various recreational programs such as the Movies in the Park series and Fishing and Fun in the Park program. The anticipated cost in 2023 is \$2,500

Movie Licenses for the Movies in the Park Series are expensed from this account. In 2023 the series will include 6 events with an anticipated licensing fee of \$775 per movie totaling \$4,650.

In order to transport participants of the Adventure Camp program and small group field trips for the Summer Playground Program, 2x 15-passenger vans are rented. The cost of the rentals is \$2500.00

(32) Publications and Memberships (\$650)

The Recreation Bureau maintains memberships for its employees to professional organizations at the state and national levels. Additionally, the bureau maintains an Amazon Prime Business Membership.

3 members of the Recreation staff maintain an annual membership with the Pennsylvania Recreation and Park Society. The cost per person is \$100. The projected 2023 expenditure is \$300

The Parks and Recreation Department is a member of the National Parks and Recreation Association. This annual membership is a group membership for up to 10 total employees. The expense for this membership is split between the Recreation Bureau and Parks Bureau. The anticipated expenditure is \$350

(34) Training and Professional Development (\$6,110)

Employees of the Recreation Bureau annual attend the PRPS (Pennsylvania Recreation and Park Society) annual Conference. Throughout the year PRPS also holds workshops on recreational topics. The 2023 anticipated expenditure is \$2,000

The 2 Recreation Program Specialist in the Recreation Bureau currently hold Certified Youth Sports Administrator (CYSA) credentials through the National Alliance for Youth Sports. To maintain that credential, 10 CEU's are required. Each Recreation Program Specialist also maintains a National Alliance for Youth Sports (NAYS) coaching certification. The anticipated expenditure in 2023 is \$110.00

Annually NRPA holds an educational conference that the 2 Recreation Program Specialist attend. Attendance at this conference provides the opportunity to obtain continuing education credits and expand knowledge of best recreational practices. The anticipated cost is \$4,000

(42) Repairs and Maintenance (\$500)

The recreation office alarm repairs through Altronics are expensed from this account. Anticipated expenditure is \$300

Quest Pest Control for the Recreation Office is expensed from this account The cost of this work is determined by quote 2015-002. Total anticipated cost is \$200

(46) Other Contracted Services (\$214,503)

The Recreation Bureau runs youth basketball and adult volleyball leagues during the summer and winter months. Referee, Timekeeper and Hall Monitor fees are expensed out of this account. The anticipated expense for this is \$65,597

The Recreation bureau held a flag football clinic in the fall of 2021 and is planning to offer clinics again in 2023. To facilitate these clinics, we anticipate an expense of \$7,200

Flag Football Programming

Fall Clinic	Weeks	6	# of coaches	2	Stipend Vary Between Coaches	\$7,200
Spring Clinic	Weeks	6	# of coaches	2	Stipend Vary Between Coaches	

Pickleball is one of the nation's fastest growing sports in the country. The City of Allentown has 6 pickleball courts, 3 each at Andre Reed Park and Roosevelt Park. To facilitate programming of these facilities (clinics, lessons, tournaments) the Recreation Bureau anticipates a cost of \$5,000 for pickleball programming coordination.

Pickleball Programming						
Seasonal Instructional / Tournament Programming	Weeks	12	# of coaches	2	Stipend Vary Between Coaches	\$5,000

King and Queen of the Court are successful instructional basketball programs that run concurrently in the fall and spring seasons (4 total sessions). These programs impact up to 300 children through basketball instruction, life skills, and guest speakers. To continue the success of this program in 2023 inclusive recreation coaches and expanded access in ages of participants will be added. The total expense for this program is \$10,000

King and Queen of the Court Programming						
Fall Program	weeks	8	# of coaches	4	Stipend Vary Between Coaches	\$10,000
Spring Program	weeks	8	# of coaches	4	Stipend Vary Between Coaches	

The Summer Playground Program trip to Dorney Park is a reward for program participants who complete the program and participate in the Romper Day culminating activity. In 2023 there is a projected price increase of the tickets to \$28.50 per ticket. With an anticipated volume of 350 participants, the total expense is \$10,000

Environmental Education programming is facilitated through a contracted bid process to provide environmental education activities to the summer playground program. We require training sessions for our staff, visit to location, field trips, and art project that is presented at Romper Day. It is anticipated that this cost of services will increase in 2023. The anticipated expenditure is \$9,500

The Midnight Basketball Program Contract C28-000049 is expensed from this account. This is a multi-year contract with Solution Services Inc. The 2023 expense is \$16,500.

The Summer Concert Series comprises of two contracts (C28-000050 and C28-000051) plus invoicing for the Saturday in the Park Concert Series. Average attendance overall for the concerts is 138. The total anticipated cost in 2023 is \$42,000

- Total number of concerts: 38
- Average cost per concert: \$1,100
- Average cost for American Fed of Musicians: \$1150
- Average cost for Royallaires concert: \$750
- Average cost for Saturday in the Park concert: \$1,400

Busing services are required to facilitate large scale field trips for the 8-week Summer Playground Program. Field trips include swimming lessons, Cedar Sports Day, Environmental Education Centers, Allentown School District learning dome, bowling, Romper Day and the Dorney Park Field Trip. The anticipated cost for busing is \$27,540.

The Recreation Office and Bucky Boyle Park Building Alarm Service is expensed from this account. The 2023 anticipated cost is \$465.50 and \$700.50 respectively.

To increase access to soccer programming from instructional programs, clinics and the formation of recreation bureau run soccer teams for leagues, the Recreation Bureau anticipates an expenditure of \$20,000 for a soccer program coordinator.

Coordination of Year Round Soccer Programming	Weeks	40	# of Employees	1	Hrs per wk	25	Pay Rate Per Hr	\$20.00	\$20,000.00
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(50) Other Services and Charges (\$13,650)

This expenditure account is where the annual music licensing fees for ASCAP, SESAC and BMI are expensed from. The anticipated cost in 2023 is \$5,650

In 2021 the department deployed myRec recreational software with the ability to accept credit card payments for services. To facilitate these transactions, fees are assessed to process credit card payments. In 2023 the anticipated cost of this is \$5,000.

This expenditure account covers the cost of required background checks for seasonal aquatics staff who are city of Allentown residents.

Employees who have direct contact with children are required to obtain the three (3) required clearances: PA Child Abuse, PA Criminal Records, and FBI Fingerprint. This expenditure account covers the cost of required background checks for seasonal recreation staff who are city of Allentown residents. The Parks and Recreation Department is budgeting to have 45 employees who are city residents. The cost of clearances is \$63.50. Total cost is anticipated to be \$3,000.

(56) Uniforms (\$2,000)

This account covers the cost of t-shirt uniforms for summer playground program and recreation staff.

(68) Operating Materials and Supplies (\$23,265)

The Summer Playground Program will be entering its 109th year in 2023. Each summer instructors and supervisors plan out daily activities such as arts and crafts, literacy and physical education.

Additional supplies such as awards and trophies also come out of this account. The Recreation Bureau anticipates an expenditure of \$3,000 for these supplies.

Sports supplies for the Recreation Bureau to run leagues, programs, and activities are expensed from this account. Supplies for fields and basketball courts such as bases, home plates, basketball nets, and volleyball nets are purchased from this account. The projected expenditure for this is \$2,500
Office supplies for the Recreation Bureau are expensed from this account. The anticipated expenditure is \$500

The Fishing and Fun in the Park program occurs annually in collaboration with the Lehigh Valley Center for Independent Living. Fishing event operational materials are expensed to this account. The anticipated cost of these materials is \$500

The department utilizes myRec Recreation Facility Management Software. The software pricing is an annual fee based upon annual revenue. In 2023 we anticipate the cost to be \$5,120

Participant Apparel is purchased for program participants in the Summer Playground Program, Basketball League Champions, King and Queen of the Court, Volleyball League Champions and other programs as needed. The anticipated cost of this is \$4,400

The Dixon Street Dog Park utilizes an electronic locking gate that can only be accessed by registered users with active memberships. To access the dog park, a key fob is issued to users. It is anticipated that \$700 will be used to purchase additional key fobs for new dog park users.

Bluetooth Speakers for the summer playground program are required in order to teach the various dances and maypole activities for the Romper Day culminating event. These speakers are being cycled out from older versions over the course of the next 2 years. In 2023 we anticipate an expense of \$240.00

Concession Stand inventory for the Percy Ruhe Concession Stand is expensed out of this account. Anticipated expense is \$5,000

Anticipated COVID-19 related operating materials and supplies are anticipated to total \$1,250

(72) Equipment (\$5,750)

This account covers equipment items that meet the guidelines established by the City Controller.

Each of the 18 Summer Playground Program sites utilize an outdoor storage bin for operating supplies. To store these supplies properly and safely, older bins need to be replaced. It is anticipated that 5 bins will need to be replaced in 2023 at an expense totaling \$4,500.00

Point of sale equipment that utilizes the existing Recreation Software is needed for the Percy Ruhe Concession Stand. The anticipated cost of this is \$1,475.00

(90) Refunds (\$500)

This expenditure account is utilized to issue refunds for pavilion or field rentals, program registration fees or league fees that were paid via cash or check. In 2021 the department deployed myRec recreational software that facilitates credit card transactions including the ability to refund directly back to a credit card. In 2022 there was an increase in credit card usage decreasing the need for refunds to be issued by check.

Aquatics Program Narrative (000-08-0906-0001)

This program covers the operation and maintenance of four (4) municipal swimming pools and two (2) spray parks from May through October. Significant emphasis is given to train and hire qualified personnel, collect and deposit user fees, provide concessions where appropriate and ensure daily maintenance for a safe and clean aquatics environment. The program also enables provision of year-round educational, recreational and training programs to maintain American Red Cross requirements/recommendations for facility operations (e.g., Lifeguard/Safety Team Training) and water safety activities to increase community involvement and awareness.

Aquatics Expenses (000-08-0906-0001-*)

(04) Temporary Wages (\$339,874)

This account covers the cost of seasonal aquatics employees (cashiers, lifeguards, managers) to operate Cedar Beach Pool, Mack Pool, Irving Pool and Bucky Boyle Spray Park. 2023 staffing projections account for required number of lifeguard staff per PA Bather Code regulations, cashiers based upon patron volume, the addition of staff attendants at Bucky Boyle Spray Park as a safety measure, hours of operation and length of season.

Operational Cost Analysis for 2023 Pools, Spray Parks and Concession Stands						
Mack Pool	pay rate	# of hr per wk	# on duty	wk expense	# of wks in season	Season Expense
Pool Manager (s)	\$21.00	40	1	\$840.00	10	\$8,400.00
Lifeguard(s)	\$15.00	40	10	\$6,000.00	10	\$60,000.00
Pool Cashier (s)	\$11.00	40	2	\$880.00	10	\$8,800.00
Concessions Cashiers	\$11.00	40	2	\$880.00	10	\$8,800.00
				Mack Staff Expense		\$86,000.00
Cedar Beach Pool	pay rate	# of hr per wk	# on duty	wk expense	# of wks in season	Season Expense
Pool Manager (s)	\$21.00	40	2	\$1,680.00	14	\$23,520.00
Lifeguard(s)	\$15.00	40	11	\$6,600.00	14	\$92,400.00
Pool Cashier (s)	\$11.00	40	2	\$880.00	14	\$12,320.00
Concessions Cashiers	\$11.00	40	3	\$1,320.00	14	\$18,480.00
				Cedar Staff Expense		\$146,720.00
Irving Pool	pay rate	# of hr per wk	# on duty	wk expense	# of wks in season	Season Expense
Pool Manager (s)	\$21.00	40	1	\$840.00	8	\$6,720.00
Lifeguard(s)	\$15.00	40	5	\$3,000.00	8	\$24,000.00
Pool Cashier (s)	\$11.00	40	1	\$440.00	8	\$3,520.00
				Irving Staff Expense		\$34,240.00
Bucky Boyle Attendants	pay rate	# of hr per wk	# on duty	wk expense	# of wks in season	Season Expense
Attendant	\$12.00	40	2	\$960.00	11	\$10,560.00

Aquatics Manager(s)	pay rate	# of hr per wk	# on duty	wk expense	# of wks in season	Season Expense
Aquatics Manager	\$25.00	40	1	\$1,000.00	18	\$18,000.00
Aquatics Asst. Manager	\$25.00	40	1	\$1,000.00	18	\$18,000.00
Program/Training Manager	\$23.00	40	1	\$920.00	18	\$16,560.00
Concessions Manager	\$21.00	40	1	\$840.00	18	\$15,120.00

Managers

Expense \$67,680.00

TOTAL \$345,200.00

(06) Premium Pay (\$3,500)

Based upon schedule of events and staff availability there are times seasonal aquatic staff work overtime, beyond 40 hours per week. Based on 2022 actual and estimates and 2023 projected, it is anticipated that premium pay will cost \$3,500

(26) Printing (\$960)

The Parks and Recreation Department will be purchasing additional pool rules signage for each of the pool facilities. Anticipated cost is \$240 per sign with a total of 4 signs needed.

(34) Training and Professional Development (\$6,400)

This expenditure account covers the cost for required certifications for aquatics staff.

The Parks and Recreation Department utilizes the American Red Cross Lifeguard Certification curriculum to train lifeguards. Per the PA Bather Code, lifeguards must be trained through a recognized lifeguard certification authority to which the American Red Cross is. The American Red Cross pricing guide sets the cost of the Lifeguard certification at \$45.00. An anticipated total of 14

lifeguard classes with a maximum attendance of 10 participants per class is projected in 2023. Total cost of certifications is \$6,300

Annually pool and aquatics managers receive a certified pesticide technician certification for category 24 (Swimming Pools). The cost per certification is \$20.00 and 5 certifications totaling \$100

(42) Repairs and Maintenance (\$1,175)

This account covers pest control services for the various pool facilities throughout the summer season.

Since bringing Mack Pool Concessions back online, a specific termite pest control line item is included. Anticipated cost in 2023 is \$500.00

Cedar Beach Pool and Mack Pool Bathhouses have seen an increase in a need for pest/rodent control. Additionally with a new building at the Irving Pool facility, pest control services are being added to cover these facilities during the operating season of May through September. Anticipated cost is \$675

(46) Other Contract Services (\$7,680)

This expenditure account covers professional services contracts for various events at the pool facilities and weekly water testing samples for pools and spray parks.

The Parks and Recreation Department will be utilizing D. H Productions to hold Dip N Dance™ events at Mack and Irving Pools. The cost per event is \$350.00. 10 total events will be held, 5 at each location, for a total of \$3,500.

ABE Labs performs weekly water testing of the pool and spray park facilities. In 2023 we are planning for 110 coliform bacteria analysis samples at a predicted mark up of 1.5% from 2022 to \$38.00 per sample. 110 samples at \$38.00 equates to \$4,180.00. The 1.5% markup trend has occurred

for the past 3 years from \$25 to \$29 to \$33 in 2022. The 110 samples cover 18 weeks of testing as follows:

- 4 weeks of 2 samples at Bucky Boyle Spray Park (1) and Cedar Beach Pool Only (1) - 8 samples
- 14 weeks of 6 samples at Bucky Boyle Spray Park (1), Cedar Beach Pool (1), Irving Pool (1) and Mack Pool (3) - 84 samples * Each Pool Shell at Mack Pool is tested separately
- 18 weeks of retesting samples – 18 tests

(50) Other Services and Charges (\$4,150)

This expenditure account covers the cost of required background checks for seasonal aquatics staff who are city of Allentown residents.

Employees who have direct contact with children are required to obtain three (3) clearances: PA Child Abuse, PA Criminal Records, and FBI Fingerprint.

The Parks and Recreation Department is budgeting to have 65 total aquatics employees who are city residents. The total cost of clearances is \$63.50.

(5\$) Repair and Maintenance Supplies (\$1,250)

This expenditure account covers the cost for various COVID-19 relates supplies for the aquatic facilities. The cost remains the same as 2022. Total anticipated expenditure is \$1,250

(56) Uniforms (\$1,800)

This account covers the cost of t-shirt uniforms for cashiers, lifeguards, and supervisors.

(68) Operating Materials and Supplies (\$38,425)

This account covers expenses for facility, training and operational supplies for the pool facilities such as wristbands, whistles, swim diapers, umbrellas, lifeguard rescue tubes, CPR masks, water testing supplies first aid items, COVID-19 Supplies and concession stand product.

The anticipated cost of facility, training and operational supplies for the 3 pool facilities and the Bucky Boyle Spray Park is \$9,275

In 2022 attendance at Cedar Beach Pool exceeded expectations. The concession stand saw a record year in sales. 24,687 items were sold to date. Items include hot dogs, bottled water, ice cream, nachos, pizza, chips, soda and various snacks. However due to rising food costs, expenses increased. It is anticipated the department will spend \$18,600 on Cedar Beach Pool concessions product.

Rising food cost in 2022 have led to an increase in cost for Mack Pool concessions product. 10,258 items were sold in 2022. Items include hot dogs, bottled water, ice cream, nachos, pizza, chips, soda and various snacks. It is anticipated the department will spend \$9,300 on Mack Pool Concessions product.

Concession stand products are purchased through a blanket PO with a single vendor. An attempt is made to only purchase enough to last for the season so that no inventory is left at the end of the summer. If there is leftover inventory, it is either stored for the following season (based on expiration dates) or utilized for another City run event/program (i.e., Halloween Parade). Manual inventory counts are made and cross referenced with the daily sales reports.

COVID-19 related operating materials and supplies are anticipated to total \$1,250

(72) Equipment (\$25,375)

This account covers equipment items that meet the guidelines established by the City Controller.

In 2023 Irving Pool will return to operation. As such, a new sound system will be added for safety announcement and musical enjoyment purposes for patrons. Anticipated cost of this is \$2,000.00

Due to increases in vandalism and trespassing at aquatic facilities, the department anticipates continuing to add security camera equipment to our existing and new facilities. Anticipated cost is \$7,250

In 2021 Mack Pool had 15,406 visitors. In 2022 there were only 10,829. Compared with Cedar Beach Pool which had 16,462 in 2021 and to date 35,160 in 2022. Play features have a significant impact on deciding which pool to go to. Post COVID-19 trends show an increase in outdoor recreation. In order to increase attendance at Mack pool, amenities such as slides and climbing features are anticipated to be added in 2023. The anticipated cost of this is \$14,650

In 2023 Irving Pool will return to operation. Equipment to utilize the existing Recreation Software will need to be added. The anticipated cost of this is \$1,475.00

Community and Economic Development (CED) (09)

Office of Director/Administration and Housing Program Narrative (09-0901)

This CED Administration & Housing programs oversee efforts to revitalize our city, develop and rehabilitate our housing stock, promote sustainability, attract investments, build wealth, encourage entrepreneurship, create jobs, engage citizens in neighborhood initiatives, and create safe and healthy neighborhoods. The program provides for the planning, directing, supervising, and monitoring of programs within the CED, including the bureaus of Planning and Zoning, Health, Business Expansion, Attraction, and Retention, and Building, Standards, and Safety. The CED Director serves in the Mayor's Cabinet.

Goals:

- To assure efficient and effective implementation of community and economic development programming.
- Continue to strengthen the downtown business district.
- Assist in attracting and enabling new development projects (commercial, industrial, or residential) in the city and increase city tax base.
- Advocate on behalf of the City with federal and state government agencies.
- To retain, attract, recruit, and facilitate the creation of new retail, restaurant, commercial and industrial development within the city limits.

- To oversee neighborhood engagement to improve the health and safety of neighborhoods
- To improve customer service by standardization of process and transparency in operations.

Budget Year Objectives and Long-Range Targets:

- Plan and direct the various bureaus of Community and Economic Development Department in a manner, which produces measurable productivity and increased citizen satisfaction.
- Work with developers to acquire and remediate blighted sites to move these properties back into the tax rolls.
- Assist in finalizing city development projects.
- Work with ARA, ANIZDA, AEDC and City staff to secure new funding from state and federal agencies and private foundations for various development projects.
- Facilitate the improvement of facades and streetscapes.
- Develop and implement housing initiatives to encourage home ownership and investment in city communities.
- Recruit retail and restaurant establishments by using financial and incentive programs.
- Partner with Realtors, developers, and prospects to spur growth and expansion
- Implement retention programs for existing businesses.
- Implement programs to address neighborhood specific social determinants of health

Budget Priorities:

- Represent the city in meetings, boards and events that increase local, regional, and national awareness of Allentown as a great place to live, work, invest and develop.
- Increase financial support from outside sources to reduce the burden on the general fund.
- Engage the community in their neighborhoods to address social determinants of health, planning and neighborhood growth, and stability.

- Conduct baseline customer satisfaction measures and strive to have a more user-friendly process and a well-trained staff
- Support all efforts to address sub-standard housing and to create safe and affordable housing
- Utilize technology to stream-line process, increase efficiency and improve communication
- Ensure that citizens of all cultures, ethnicities and backgrounds can interact efficiently and easily with services and programs
- Foster relationships with colleges, universities, and training programs to address staffing issues and to augment staff efforts.
- Develop at least one new program utilizing outside resources or funding to address blight in the city
- Assure the completion o neighborhood-based community health assessment
- Implement customer satisfaction surveys for all services provided
- Successfully launch and implement EnerGov software to provide electronic service delivery
- Implement programs designed to improve experience for those with Limited English Proficiency
- Utilize interns to augment and recruit staff

CED Administration Expenses (09-0901-0001)

(06) Premium pay (\$250)

1. For Executive Secretary as needed

(11) Shift differential (\$50)

1. For Executive Secretary as needed

(26) Printing (\$1,000)

1. Sign acquisition that cannot be done in-house

(28) Mileage reimbursement (\$500)

1. Mileage reimbursement for two City staff- Project Manager and Deputy Director

(30) Rentals (\$5,000)

1. Rental of space for departmental meetings, community meetings, and community engagement initiatives

(32) Publications and Membership (\$2,689)

1. International Economic Development Council (IEDC)- 2023 membership for CED Director and Deputy Director, [Join Now - International Economic Development Council \(iedconline.org\)](https://iedconline.org) - \$660
2. American Planning Association- PA Chapter- 2023 organizational membership renewal for up to 10 individuals [Join - APA - Pennsylvania Chapter \(planningpa.org\)](https://planningpa.org) - \$254
3. CED Amazon Business Membership- \$100
4. PA Housing Alliance- organizational membership for large governments [Become a Member - Housing Alliance of Pennsylvania \(housingalliancepa.org\)](https://housingalliancepa.org) - \$750
5. PA Economic Development Association- membership for Director, Deputy Director, and Project Manager - \$225/each [Pennsylvania Economic Development Association - Online Application \(peda.org\)](https://peda.org)- \$675
6. International Council of Shopping Centers (ICSC) membership for Director and Deputy Director [New Member Types & Pricing | ICSC](https://www.icsc.org) - \$250

(34) Training and professional development (\$6,407)

1. International Economic Development Council (IEDC) webinars- half-series package [2022 Webinar Series - International Economic Development Council \(iedconline.org\)](https://iedconline.org) - \$499
2. 2023 IEDC Annual Conference September 17-20 Dallas, TX – 2 staff- \$2,810
Breakdown per person:
 - \$899 Registration
 - \$229/night Room x 4
 - \$350 flight
 - Reimbursement- Daily food \$60 x 4

** Note- Conference attendance is dependent on staffing levels and capacity. The exact conference may change based on needs. This is an estimate of costs for 2 staff to attend a CED professional organization conference. If a different conference is chosen, the expenses will likely be similar.*

3. Leadership Training for Project Manager- the organization providing the training is TBD- estimated cost- \$2,600
4. Registration for various community meetings – estimated cost- \$398
5. Housing Alliance of PA webinars – estimated cost - \$25/each for 4 - \$100

(40) Civic Expenses (\$104,000)

1. Civic contributions to various organizations on behalf of CED- \$4000
2. City contribution to the Arts Commission for the acquisition of art and any related expenses - \$75,000
3. Warming Shelter contribution \$25,000

(46) Other contract services (\$100,000)

1. Estimated cost for the implementation of the city-owned art maintenance plan. The city's art is deteriorating from lack of maintenance, which is necessary moving forward to preserve current inventory. A RFP for a firm to develop an ongoing art maintenance plan for was completed and awarded in 2022. This plan will be completed in late 2022 or early 2023. Once complete, the plan will be implemented by a combination of current city employees and an outside contractor. This is the estimated cost of the contractor portion. An RFP will be completed. \$100,000

(56) Uniforms (\$4,200)

1. Shirts for CED staff with city seal- estimated to buy 120 shirts at \$35/each - \$4,200

(68) Operating materials and supplies (\$600)

1. Miscellaneous office supplies that are not stocked in the print shop \$600

CED Community Housing Development Expenses (09-0901-0006)

(0006-28) Mileage reimbursement (\$500)

1. Mileage reimbursement for nearby trainings TBD - \$500

(0006-32) Publications & membership (\$500)

1. Membership fees for staff to maintain their various certification and housing group memberships TBD -\$500

(0006-34) Training and professional development (\$20,440)

1. Lead License training for 4 staff - \$12,000
2. Airfare to Lead conference for 2 staff - \$1,800
3. Lodging for Lead conference for 2 staff - \$2,000
4. Rental car for Lead Conference - \$400
5. 60 incidents- per diem for Lead conference \$1,200
6. Registration fees for Lead conference for 2 staff \$640
7. Registration fees for Healthy Homes conference for 2 staff \$400
8. ICC training for 2 staff \$2,000

(0006-42) Repairs and maintenance (\$1,000)

1. Vehicle accident deductible to Risk for 2 vehicles \$1,000

(0006-46) Other contract services (\$2,168,660)

1. HUD Lead Hazard Control for 125 homes \$1,687,500 – to be reimbursed
2. HUD healthy homes for 125 homes - \$312,500
3. Hotel Relocation for residents of 125 homes for 10 days each at \$98.00 per day - \$122,500
4. Dust wipes for 125 homes - \$20,000
5. Contractor Training for 12 contractors - \$12,000
6. Community training for 16 people - \$1,600
7. XRF resourcing - quoted price - \$3,500
8. Storage fees for 6 - \$3,000
9. Dosimetry Badges for 10 per year quarter - \$5,500
10. Samsara vehicle tracking for 2 vehicles - \$560

(0006-50) Other services and charges (\$2,600)

1. Radio advertising \$1,000
2. Video advertising \$1,600

(0006-56) Uniforms (\$1,800)

1. Safety shoes for 4 people \$800
2. Uniform jackets and shirts \$1,000

(0006-68) Operating materials and supplies (\$12,010)

1. Rehab spec writing software \$1,000

2. Office supplies not provided by print shop - \$500
3. Cleaning supplies - \$250
4. Field supplies and tests - \$1,260
5. Marketing materials - \$2,000
6. Blood test kits - \$5,000
7. Healthy Home supplies - \$1,000
8. Education material - \$,1000

(0006-72) Equipment (\$5,000)

1. Office furniture - \$2,000
2. Two new laptops - \$3,000

Business Expansion Attraction and Retention (BEAR) Narrative (09-0901-0007)

The BEAR Office offers support and resources to businesses in the areas of technical assistance, code direction, policy/legislative advocacy, inter-departmental coordination and identification of financial programs. B.E.A.R. works with strategic partners to deliver comprehensive support resulting in accelerated business growth and paths to legitimization. Fostering small business growth, workforce development, and entrepreneurship are at the very core of the office's mission.

Goals:

To retain, attract, recruit and facilitate the creation of new commercial, industrial, restaurant and retail development within City Limits.

Prioritize the creation and retaining of family sustaining jobs through the retention, recruitment, and expansion of businesses.

Serve as a key point of contact assisting businesses to navigate and meet the City of Allentown's Building Code requirements through inter-department collaboration.

Implement business and economic development marketing strategies in conjunction with Communication's Office to increase city's business recruitment and retention efforts.

Identify and offer technical assistance support for entrepreneurs and start-ups.

Identify opportunities to connect new and existing businesses with internal and exterior resource partners.

Measurable Budget Year Objectives and Long-Range Targets:

- Retention of Allentown's 4,000+ businesses joined with recruitment of new businesses through effective outreach is critical to support strategic growth opportunities in the City.
- Implement multi-phased Business Outreach and Engagement Strategy with a focus on engagement with large BPT generators and neighborhood anchor businesses.
- Continued implementation of SPARK technical assistance training to 35 entrepreneurs as a result of recognizing the need for more localized and individualized tools for small business to succeed.
- Continue to promote and facilitate financial assistance through City or partner managed funding programs resulting in sustained job creation, re-use of underutilized property, and tax generation.

Impact/Output Measures	2019 Actual	2020 Actual	2021 Actual	2022 YTD	2023 Target
Facilitate establishment of new businesses within the City	442	356	424	209	425
Assist prospect inquiries (retail, commercial, manufacturing, startups)	84	56	152	74	150
Work with financing partners to provide loans & grants to businesses	4	4	3	N/A	5
Small business participation in SPARK Technical Assistance Program				21	35
Retention visits/engagements with operating businesses	60	N/A	N/A	91	120

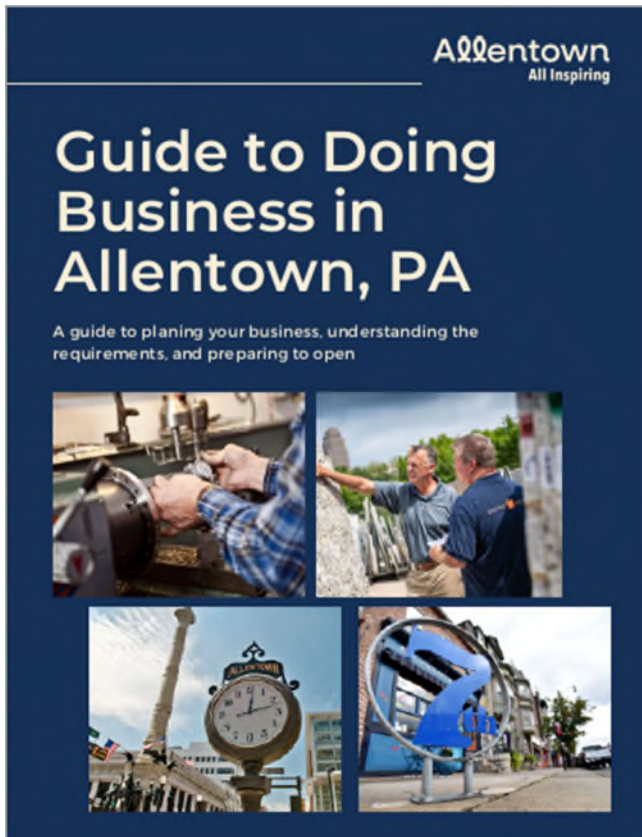
Budget Priorities:

- Collaborate with strategic partners to provide customized assistance plans and services to help entrepreneurs succeed in the City's business environment.
- Provide financial lending resources to new and existing businesses.
- Use technology to identify and quantify business trends and manage relationships while attracting and retaining business and investment opportunities.
- Enhance and elevate Allentown's narrative as an ideal location to establish and operate a business.

Business Expansion Attraction and Retention (BEAR) Expenses (09-0901-0007)

(0007-26) Printing (\$3,000)

Printing the "Start Your Own Business Guide" to be distributed to new and potential businesses – about 3000 copies



(0007-28) Mileage Reimbursement (\$520)

1. Mileage reimbursement for two staff - Business Outreach 8 miles each week X 52 weeks
@ \$.625 per mile

(0007-32) Publications & Membership (\$1,510)

1. International Economic Development Council (IEDC) – Public Agency (population 100K-200K) – 2 memberships @ \$330/each
2. PA Economic Development Association – 2 memberships @ \$425/ea

Benefits of Membership to these Organizations:

- Help form platform for voice in Harrisburg
- Eligibility for PEDAC Certification
- Reduced event registration rates
- Educational opportunities
- Networking opportunities
- Receive all PEDAC communications
- Listing on PEDAC's interactive on-line directory

(0007-34) Training and Professional Development (\$4,770)

1. Basic Economic Development Course in PA for the new hire. That course was priced at \$675 for in state participants nine weeks virtual.

The first and last days will be held in person in Harrisburg. The remaining seven days will be held virtually. \$175 for hotel in Harrisburg. <https://www.peda.org/event-4852446>

2. IEDC Certification Exams: Three required courses for one staff to become a Certified Economic Developer:
 1. Entrepreneurship and Small Business Development Strategies (ESBDS) \$505
 2. Introduction to Entrepreneurship-Led Economic Development (ELED I) \$505
 3. Accelerating Growth through Entrepreneurship-Led Economic Development (ELED II) \$505
3. 2023 IEDC Annual Conference September 17-20 Dallas, TX

Breakdown:

-\$899 Registration

-\$229/night Room x 4

-\$350 flight

-Reimbursement- Daily food \$60 x 4

(0007-46) Other Contract Services (\$40,000)

1. AEDC Loan Servicing Contract, C24-000206, \$20,000

The City of Allentown & the Allentown Economic Development Corporation (AEDC), a Pennsylvania Non-Profit Corporation, have been in contractual agreement, with AEDC as the City's economic development financial fund manager for the past several years (credit underwriting; loan committees; loan closings; billings). The agreements relate to administration and management of the City of Allentown Economic Development Loan Fund.

2. AEDC Enterprise Fund Contract, C24-000209, \$20,000

The City of Allentown & the Allentown Economic Development Corporation (AEDC), a Pennsylvania Non-Profit Corporation, have been in contractual agreement, with AEDC as the

City's economic development financial fund manager for the past several years (credit underwriting; loan committees; loan closings; billings). The agreements relate to administration and management of the Enterprise Zone Loan Fund.

(0007-68) Operating Material and Supplies (\$5,000)

1. Customer Relationship Management (CRM) System \$5,000

Utilization of a CRM system will allow us to enhance our internal and external communication while eliminating data silos and elevate efficiency and collaboration. This will result in optimization our economic development efforts and give us more flexibility to interact with our diverse entrepreneurial community regularly and proactively and play a stronger roll in supporting the growth of our varying business sectors across the City.

Planning and Zoning, Community Planning Program Narrative (09-0902-0001)

This program includes those activities that relate to the implementation of the City's Comprehensive Plan – Vision 2030. Activities undertaken within this program focus on community engagement and are intended to implement the goals and objectives of the plan. This program provides for coordination among existing neighborhood organizations provides staff assistance in the preparation of neighborhood plans. This department participates in land use, land development and planned development decisions.

Goals:

- To ensure that the future development and redevelopment of the city occurs in a planned and coordinated manner.
- To foster citizen awareness, citizen understanding, and citizen participation in government.

Budget Year Objectives and Long-Range Targets:

- To coordinate local and regional planning activities by participating on various regional planning committees.
- To prepare and deliver updates on progress in implementing the Comprehensive Plan
- To provide technical assistance to and support for existing and prospective neighborhood groups.

-To better address needs, improve service delivery, and refine public policy by assisting interested neighborhood groups in the preparation of neighborhood improvement plans.

-To conduct and activate mobility plan

-To implement recommendations of wayfinding study

-To conduct a climate study in partnership with regional partners and the city's Environmental Advisory

Budget Priorities:

-To continue to neighborhood planning through neighborhood engagement activities

-To support neighborhood groups in their efforts to improve stability and communication within their neighborhoods

-To implement Vision 2030

-To conduct a mobility study and create a plan for implementation

-To implement recommendations from the wayfinding study

-To conduct a climate study

Community Planning Expenses (09-0902-0001)

(0001-04) Temporary wages (\$16,000)

1. Two Lehigh University Community Fellows to assist with survey. These are graduate students who complete this internship as part of their program. \$8000 is paid to the University per intern.

(0001-26) Printing (\$8,000)

1. SALDO/Zoning Code update – The Zoning code is currently being rewritten. This is for costs for an outside vendor to print these updates. \$5,000

2. 2023 maintenance agreement for plotter/scanner- \$3,000

(0001-28) Mileage reimbursement (\$500)

1. Mileage reimbursement for six employees as needed- \$500

(0001-30) Rentals (\$2,000)

1. Venue rental and portalet rental for planning events \$2,000

(0001-32) Publications and Membership (\$4,735)

- 1 Planning Advisory Service 2023 subscription \$895
2. PA Chapter of American Planning Association (PA-APA)– one membership \$315
3. Urban Land Institute 2023 membership fee for Planning Director - \$300
4. American Planning Association membership renewal and American Institute of Certified Planners membership for two staff [Membership Renewal \(planning.org\)](#)- \$2,500
5. LV Heritage Museum 2023 membership - \$250
6. PA Downtown Center Organization membership - \$325
7. National Alliance of Preservation Commission membership - \$150

(0001-34) Training and Professional Development (\$6,000)

1. Leadership Training for two staff. The organization providing the training is TBD. Estimated cost is \$3,000 and APA Conference for two staff- \$3,000.

(0001-46) Other Contract Services (\$175,000)

1. Active Mobility Plan- This is to issue a RFP for the development of an Active Mobility Plan. This plan would assess how people currently use alternative modes of transportation to move around the city and to recommend what types of improvements or policies are needed to improve alternate transportation. This project was approved in the 2022 budget, but, due to staffing shortages, CED did not have the capacity to begin the project. Estimated cost is \$175,000

(0001-50) Other Services and Charges (\$3,000)

1. Public Notices and Advertising- \$3000

(0001-68) Operating Materials and Supplies (\$9,000)

1. Refreshments for community meetings \$3000
2. ARC GIS Urban subscription - \$1,000
3. Adobe Suite subscription - \$500
4. Misc office supplies not provided by print shop - \$500
5. Supplies for community engagement initiatives - \$4,000

(0001-72) Equipment (\$3,500)

1. Computer equipment for staff as needed - \$1,500
2. Equipment purchases for interns, including cell phones, Mifi's, and mobile translators not funded by grant. - \$2000

Planning and Zoning, Land Use & Development Management Narrative (09-0902-0003)

This program involves the preparation, revision and administration of the various ordinances relating to planning and development in the city including, but not limited to, Subdivision and Land Development Regulations and the City's Zoning ordinance. This also includes activities required of the bureau in its role as staff to the Zoning Hearing Board of Appeals, Planning Commission and their respective reviews of rezoning requests, street vacation petitions, sidewalk postponement requests, and subdivision reviews.

Goals:

To ensure that the future development and redevelopment of the city occurs in a planned and coordinated manner.

Measurable Budget Year Objectives and Long-Range Targets:

- To continue to administer and enforce ordinances in accord with all applicable city and state laws.
- To continue to monitor costs of the various permitting, review and appeal functions and update fees as necessary.
- To complete the current zoning ordinance update.
- To continue to work with other partners in refining EnerGov process.
- To review requests for re-zonings, zoning amendments, and street vacations in consideration of the goals and policies of the Comprehensive Plan.
- Update Subdivision and Land Development Ordinance.

Impact/Output Measures	2020 Actual	2021 Actual	2022 YTD	2022 Actual	2023 Target
Number of Zoning Hearing Board Meetings	29	31	22	0	30
Number of Zoning Hearing Board cases	73	75	46	0	70
Number of Zoning permits issued	679	594	336	0	
Number of subdivisions and land developments reviewed	50	57	36	0	40
Number of zoning amendments reviewed	1	3	2	0	2
Number of sidewalk construction postponement requests	12	11	2	0	10
Number of street vacation requests reviewed	8	7	5	0	4
Number of Planning Commission meetings	11	12	8	0	12
Update Zoning Ordinance		30%	45%		100%
Update Subdivision and Land Development Ordinance		25%	30%		100%

Budget Priorities:

- To continue to improve efficiency through the implementation of the EnerGov software program
- To review subdivision and land developments, sidewalk postponements, street vacations and zoning amendments
- To update the Zoning Ordinance
- To update the Subdivision and Land Development Ordinance

Land Use and Development Management Expenses (09-0902-0003)

(0003-04) Temporary Wages (\$2,811.24)

1. Interns

(0003-11) Shift Differential (\$103)

(0003-26) Printing (\$2,000)

(0003-34) Training and Professional Development (\$4,000)

1. Staff training

(0003-42) Repairs and Maintenance (\$500)

1. Vehicle repairs

(0003-46) Other contract Services (\$85,005)

1. Services of court stenographer at Zoning Hearing Board (ZHB) meetings \$7,630

2. Hearing transcripts (when required) for ZHB appeals \$1,500

3. Legal opinions prepared for ZHB cases \$8,000

4. Services rendered by ZHB Solicitor \$18,000

5. Legal ads for ACPC special meetings, development proposals and annual meeting notice \$3,000

6. Legal ads for ZHB meetings \$42,000

7. Compensation for members of Zoning Hearing Board \$3,675

8. Filing fees for magisterial civil complaints/judgements for zoning violations \$1,200

(0003-50) Other Services and Charges (\$50)

1. Advertising

(0003-56) Uniforms (\$1,500)

1. Staff Uniforms

Planning and Zoning, Historical and Architectural Preservation (HARB) Narrative

(09-0902-0004)

The City of Allentown has enacted a Historic District Ordinance and takes an active part in the revitalization of the City's three historic districts. It is the intent of the Bureau of Planning to help foster this rehabilitation spirit by providing technical assistance to current and prospective property owners in the historic districts, identifying individual historically or architecturally significant

structures, administering the Historic District ordinance and providing staff assistance to the Historic and Architectural Review Board.

Goals:

To ensure that Allentown's neighborhoods are an attractive, viable place to live, and to retain and preserve the city's historically and architecturally significant buildings

Measurable Budget Year Objectives and Long-Range Targets:

- To assist prospective investors and homeowners interested in historic preservation by providing technical assistance and program information.
- To continue to administer and enforce the Historic District ordinance and provide staff services to the Historical Architectural Review Board.
- To monitor rehabilitation and reinvestment activity in the historic districts.

Impact/Output Measures

Impact/Output Measures	2020 Actual	2021 Actual	2022 YTD	2023 Target
Number of HARB meetings and workshops	12	13	12	13
Number of HARB applications	76	71	53	70
Estimated value of improvements in Historic Districts		70%	100%	

Budget Priorities:

- Review and process applications proposing to alter, add to, or demolish historic properties in the historic districts.
- Provide property owners with guidance on appropriate treatments for historic properties, and work to remediate inappropriate alterations.
- Implement the recommendations of the Historic Preservation Plan by commencing a long-term historic resource inventory program to document historic resources in Allentown.
- In coordination with staff, use a historic preservation consultant to offer support to the HARB and to manage the historic resource inventory program.

Historical and Architectural Preservation (HARB) Expenses (09-0902-0004)

(0004-06) Premium Pay (\$887.76)

1. Clerk III

(0004-11) Shift Differential (\$32)

(0004-34) Training and Professional Development (\$4,000)

1. Training for HARB members/attendance at National Preservation Conference

(0004-46) Other Contract Services (\$80,000)

1. Professional Service Fees for HARB \$30,000
2. Historic Preservation Plan Implementation \$20,000
3. Historic Survey \$30,000

(0004-50) Other Services and Charges (\$3,000)

1. Legal fees and advertising

Building Standards & Safety, Building, Plumbing Electrical Enforcement Narrative (000-09-0903-0001)

The Bureau of Building Standards & Safety, Building, Plumbing and Electrical Enforcement provides for the administration and enforcement of the codes which apply to construction, alterations, additions, repairs, removal, demolition, use, location, occupancy or maintenance of all buildings, structures, and service equipment. The program also includes administration of the various licensing and testing provisions to the public for the various trades, as well as plans examination and permit issuing functions of the Bureau.

Bldg Standards & Safety, Bldg, Plumbing Electrical Enforcement Expenses (0903-0001)

(0001-06) Premium Pay (\$37,000)

(0001-11) Shift Differential (\$2,000)

The cost for Premium Pay and Shift Differential covers the cost of 24-hour coverage by building inspectors responding to emergencies after normal business hours.

(0001-28) Mileage Reimbursement (\$275)

In 2022, mileage reimbursement funds were not expended due to many of the training and conferences still being held virtually because of the pandemic. As more options are opening for in-person meetings, we will maintain this small amount for the 2023 budget.

(0001-30) Rentals (\$6,000)

Due to the current inflation, we anticipate an increase rate for emergency rental services to secure properties for public safety. This fund is used for the emergency rental of fencing, scaffolding, or other barricades needed to protect the property and community from harm.

Rental Services (Avg.) \$1,000.00/month x 6 Months

(0001-32) Publications and Memberships (\$4,500)

This fund covers the cost of required memberships for managers and staff as well as the cost of Code Books needed for training.

Books \$100.00 x 10 = \$1,000.00

ICC Membership \$265.00 x 9 = \$2,385.00

PennBOC Membership \$85.00 x 9 = \$755.00

IAEI Membership \$120.00 x 3 = \$360.00

(0001-34) Training and Professional Development (\$10,400)

The Bureau's 14 staff are required to earn 15 CEU's per certification every 3 years. The funds will cover the cost of registration fees for courses to meet this requirement.

Yearly PennBoc Training \$400 x 12 = \$4,800.00

ICC Seminars \$40.00 x 10 = \$400.00

Exam Fees \$220.00 x 10 = \$2,200.00

Trade Licensing \$500.00 x 6 = \$3,000.00

(0001-42) Repairs and Maintenance (\$1,500)

We currently have 6 cars in this program budget but will need to add an additional car for the open Building Inspector position. These funds also cover maintenance and repairs for the large plan's scanner.

Vehicle Accident Deductible- \$500 in case of one accident occurring

Large Plan Scanner Repairs (Print-O-Stat) \$200.00/hour x 5 hours = \$1,000.00

(0001-46) Other Contract Services (\$454,820)

This account covers contracted services for building related emergencies such as fires, structural damages and securing or shoring of those properties. Contracts are required to be in place in order to provide 24-hour emergency response coverage. When funds from this account are utilized, liens are filed against the properties to recapture the cost of these services. In addition, while in 2022, the funds for plan review and emergency inspections have yet to be obtained, it is projected that by close of the current fiscal year these services will be secured to eliminate the bureau's single points of failure.

1. Emergency services yearly contracts	\$ 300,000.00
Emergency Boarding	\$25,000.00
Standard Boarding	\$25,000.00
Clean Outs	\$25,000.00
Emergency Demo	\$125,000.00
Engineering Services	\$100,000.00
2. Caspio Plans Tracking yearly fee	\$500.00
3. Yearly GPS monitoring 7 x \$280.00	\$1,960.00
4. New or Replacement GPS 2x \$280.00	\$560.00
5. Proctor Fees for Sheet Metal/Plumbing Exams	\$1,800.00
(\$450/Exam x 4 Exams a Year)	
6. Third party contracts for plan review	\$100,000.00
(\$100/hour x 1,000 hours)	
7. Third party inspection services	\$50,000.00
(\$100/hour x 500 hours)	

(0001-50) Other Services and Charges (\$5,360)

The funds will be used to advertise for various board meeting, the cost to county for placement of liens and fees for use of Lexis Nexis which is used to locate contact information from property owners.

1. Advertising for various board meetings	\$1,680.00
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(\$240 x 7 postings)

2. Public Nuisance Liens (Est. 25 @ \$80.00/per lien) \$2,000.00

3. Lexis Nexis Fees for Dept Use (\$140/month x 12) \$1,680.00

(0001-56) Uniforms (\$4,000)

Cost to provide uniforms for 8 staff. The current cost of safety shoes is \$200.00. We have also included the cost of 5 new shirts for each of the eight staff members at \$40.00 each. This year we will order spring jackets, the field staff currently only have winter coats. We estimate a cost of \$100 per jacket for eight staff.

1. Safety Shoes 8 * \$200	\$1,600.00
2. Replacement Shirts 8 x 5/per x \$40	\$1,600.00
3. Uniform Jackets 8 x \$100	\$ 800.00

(0001-68) Operating Materials and Supplies (\$2,500)

These funds are used to purchase PPE and tools to conduct inspections for our 7 inspectors and office supplies not available in-house. We are also requesting (1) additional Blue Beam software license for an added plan review company to provide their services.

1.	Office supplies not available in-house. Safety equipment for inspectors and tools needed for inspections	
	\$100 x 7 = \$700.00 Inspectors for PPE & Tools to conduct Inspections	
	\$300 for miscellaneous office supplies not available in-house	
2.	Cost for additional Blue Beam software	\$1,500.00

(0001-72) Equipment (\$450)

We are also requesting desk scanners for our (3) permit techs. It is estimated that the desk scanners have an average cost of \$150.00/per unit.

(0001-90) Refunds (\$500)

The 90 account will maintain the same estimation from the 2022 budget for overpayments on licensing and permits.

Building Standards & Safety, Presale Program Narrative (000-09-0903-0006)

The Bureau of Building Standards & Safety, Presales Program provides for the administration and enforcement of the Property Maintenance Code for inspections performed on all residential properties prior to sale. The administration of this program promotes the health and safety of residents by seeking compliance of basic safety violations prior to occupancy. In 2021 we completed 994 presale inspections and as of August 8, 2022, we have completed 590 presale inspections.

Goals:

To ensure Quality of Life within the City, by enforcing safe and sanitary housing conditions for properties listed for sale within the City.

Measurable Budget Year Objectives and Long-Range Targets:

- Make technology a priority for customer service and communications for a quicker response time.
- Continue to provide continued education for all inspectors to reduce the number of appeals from a complaint or violation of a presale.
- To ensure safety and code compliance of housing that is marketed for sale within the City.

Impact/Output Measures	Actual	Actual	2020 YTD	2021 Target	2022	2023
Inspection of Properties			475	2169	541	1250
Re-Inspection of Properties			445	1741	428	750
Complied Properties			455	767	399	825

Budget Priorities:

To become more efficient with our inspection process.

To become more efficient with our billing process.

To become more efficient in collecting past due revenue.

To become more efficient in collecting fine and reinspection fees.

To become more efficient in the needs of the inspectors to complete daily required tasks.

Building Standards & Safety, Presales Expenses (0903-0006)

(0006-06) Premium Pay (\$3,000)

(0006-11) Shift Differential (\$100)

We anticipate a decrease in premium pay for the 2023 budget.

(0006-32) Publications and Memberships (\$500)

In 2023, with a plan to adopt the 2018 International Property Maintenance (IPMC) code, we will need to increase the 32 account. This increase will be for the purchase of the IPMC books needed by inspectors to take the certification exam and the yearly memberships fees associated. This adoption and certification will provide the inspection staff with a more uniform approach to inspections and enforcement actions.

(0006-34) Training and Professional Development (\$1,000)

With the adoption of the IMPC certification, cost for testing is \$245.00 per person and we anticipate providing the certification testing for 2 staff members for a total of \$490.00. The additional funds from this account will cover the cost of required CEU credited training opportunities needed to maintain their current certifications.

(0006-42) Repairs and Maintenance (\$1,000)

The 2023 budget will be adjusted to the correct amount for our current fleet of cars. The cost for vehicle repairs is estimated to be \$500.00 per car. We currently have two cars in this program.

(0006-46) Other Contract Services (\$570)

The 46 account will decrease to provide for the adjusted amount for Samsara yearly monitoring fee of \$285.00/per car for this programs two vehicles in our inventory.

(0006-50) Other Services and Charges (\$750)

Due to unspent funds in this line item from 2022, we will slightly reduce the projected amount for district magistrate fees.

(0006-56) Uniforms (\$1,810)

The 2023 budget for uniforms will increase this year. The current cost of safety shoes is \$200.00, which was unfortunately unforeseen last year until after the 2022 budget was submitted. We included the uniform costs as required under SEIU contract of 5 new shirts for inspection staff. This year we will

order (1) spring jacket and (2) sweatshirts per inspector and director. The field staff currently only has winter coats.

1. Safety Shoes 2 x \$200	\$ 400.00
2. Replacement Shirts 3 x 5/per x \$40	\$ 600.00
3. Uniform Jackets 3 x \$120	\$ 360.00
4. Sweatshirts 3 x 2 x \$75/per	\$ 450.00

(0006-68) Operating Materials and Supplies (\$500)

We have increased this account to justify the increase in all merchandise. This account is for any office supplies not available in-house and inspector tools needed to perform their jobs.

Health Bureau, Administration Program Narrative (000-09-0908-0001)

The Administration and Support Services Staff, primarily comprised of departmental management, provides executive oversight in the development and implementation of public health programs in the City of Allentown.

The goal of the Administration and Support Services is to assure the three core public health functions are accomplished in the City of Allentown: the assessment of the population's health status; development of the public policies to maintain and promote health; and assurance that the population has access to public health services. The administration and support staff are also responsible to make sure that the Bureau's mission is continually pursued: to prevent disease and injuries and to protect and promote the public's health.

Each of the six program managers oversee their individual, grant funded programs supporting the overall objectives of the Health Bureau. The six program managers are supported by the Health Director, two Associate Directors, and an Office Manager. Wages and individual programs are 67.3% Federal and State grant funded, including ACT 12 & ACT 315 for the Local Health Administration Law.

Goals:

- Evaluate the performance of Allentown Health Bureau staff during 2023 with reference to the core competencies for public health workers; these competencies represent a set of skills,

knowledge, and attitudes necessary for the practice of public health as identified by the Council on Linkages between Academia and Public Health Practice.

- Continue to evaluate all Bureau programs and operations and assure that they meet or exceed local, state and national public health standards during 2023.
- Seek to maintain the percentage of the Health Bureau's operating budget that is generated from sources other than the City's General Fund during 2023.
- Continue to enhance the Bureau's capacity to electronically communicate, analyze data and generate reports during 2023.
- Maintain a directory of local, state and federal agencies that support activities of the Allentown Health Bureau during 2023.
- Prepare and maintain population and capabilities-based initiatives required for AHB to achieve national certification and accreditation status.
- In conjunction with the City Administration, ensure that the financial health of the Health Bureau is maintained at a level that will enable the provision of mandated public health services to the community.

Performance Objectives:

- Continued Health Bureau staff education in Public Health and related topics
- Maintain protocols and standards for the consistent delivery of services
- Completion of Annual Grant Application to maintain funding
- Grow the Bureau's ability to process, access, and aggregate data
- Maintain directories of supportive agencies and partners

Budget Priorities

Maintain adequate funding for all public health programs.

Prepare for increased maintenance, repairs, and contract work to account for the acquisition of additional office space, fewer building tenants to share the expenses with, and building improvements to better accommodate staff.

Funding Sources Include: Funding sources for Administrative program 01 include, but are not limited to, ACT 315, ACT 12, the Pennsylvania Department of Health (PADOH) Public Health Emergency Preparedness (PHEP) Epidemiology & Laboratory Capacity grant, and the General Fund.

[Health Administration Program Expenses \(0908-0001\)](#)

Factors impacting the Health Bureau's administration budget for 2023:

- Rent for Alliance Hall will increase 2% per the Alliance Hall Board
- The aging Alliance Hall building is requiring more maintenance and repairs. Being a non-City owned building, these costs are included in Health's budget as they are outside the purview of the Building Maintenance budget.

(0001-06) Premium Pay (\$2,375)

(0001-11) Shift Differential (\$300)

(0001-20) Electric (\$11,500)

Health electric usage includes three floors with eight additional ground floor offices

(0001-24) Postage and Shipping (\$250)

Shipping for rabies lab specimens, contracts, mailings

(0001-26) Printing (\$2,750)

Print services managed by IT

(0001-28) Mileage Reimbursement (\$ 350)

Use of personal vehicle for city business, trainings

(0001-30) Rentals (\$ 68,597)

Health Bureau rent for space in Alliance Hall (includes additional storage space)

(0001-32) Publications and Membership (\$ 1,475)

NACCHO membership, APHA membership, NALBOH membership

(0001-34) Training and Professional Development (\$2,000)

APHA Annual Conference, PA NEHA Conference, Public Health Trainings

(0001-42) Repairs and Maintenance (\$5,735)

Floor mat rental for lobby and clinic. \$2,735

Uninterrupted Power Supply repair/maintenance \$500
Building maintenance for leased portion of Alliance Hall falling outside city
Building Maintenance's purview \$2,500

(0001-46) Other Contract Services (\$12,593)

Wisch Security Monitoring \$125
SECTV for Emergency Preparedness in Admin area \$900
13 APA contract parking spots at Alliance Hall \$5,460
Seven contract parking spots at New Bethany Church \$2,720
Samsara monitoring for 13 fleet vehicles \$3,588

(0001-50) Other Services and Charges (\$2,590)

Background checks for four of employees due for 2023 renewal and 6
additional to account for potential turnover/new hires totaling 10 \$590
Personnel recruitment advertising \$2,000

(0001-54) Repairs and Maintenance Supplies (\$3,365)

Batteries, bulbs, sanitation supplies, replacement air purifier filters,
general building maintenance tools and supplies.

(0001-56) Uniforms (\$2,000)

Health Bureau shirt embroidery/printing; Health shirt/coat replacement

(0001-68) Operating Materials and Supplies (\$3,800)

Paper, labels, laminating supplies, office, and productivity supplies for staff

(0001-72) Equipment (\$12,929)

Computer peripherals, VARIDESK's, replacement furniture \$2,000
Administrative multifunction workstation and storage area \$4,529
Replacement power flush toilets for eight Health Bureau bathrooms \$6,400

Health Bureau, Injury Prevention Program Narrative (000-09-0908-0002)

Injuries are a major contributing factor to excess morbidity and mortality in this community and across the nation. Nearly half of these deaths occur from motor vehicle incidents, the rest from falls, burns, poisonings, and other causes. The emphasis of this program is in four major areas: (1) childhood injury prevention; (2) adult injury prevention; (3) overdose prevention activities; and (4) violence prevention. This program is predominantly funded through State and County grants.

Goals:

Reduce the incidence and severity of intentional and unintentional preventable injuries in the community.

Performance Objectives:

- To reduce the risk of injuries in the home to children aged 0 through 5 years and adults 55+ by identifying and eliminating or reducing environmental hazards through a minimum of 60 in-home safety visits.
- To conduct a series of a minimum of 10 public and professional awareness and educational activities designed to promote health and reduce risk factors that could lead to injuries or death.
- To work with other injury prevention-oriented organizations via Safe Kids Coalition to identify injury problems and develop effective interventions.
- To educate families about the hazard of adults sleeping with small children through the Shared Family Bed initiative and perform a minimum of 100 assessments.
- To conduct a minimum of 4 Matter of Balance (MOB) falls prevention programs for seniors.
- To conduct overdose prevention initiatives including convening bi-monthly task force meetings, fatality review meetings and semiannual drug take-back collections in Allentown.
- To assist community efforts to distribute a minimum of 160 child safety seats and instruct the public in correct installation and use.

Budget Priorities

- Maintain staffing, supplies and level of service required by the PA Department of Health to fulfill all grant requirements and program objectives.
- Fulfill the grant requirements of all current Injury Prevention grants including:

- Safe and Healthy Communities (SHC) Grant
- OD2A/PDMP Heroin/Overdose Grant
- Safe Sleep/Bed Risk Grant
- Preventing Injuries in Children (PIC) Grant

Funding Sources Include: Safe and Healthy Communities Grant, OD2A/PDMP Heroin/Overdose Grant, Safe Sleep/Bed Risk Grant, Preventing Injuries in Children Grant, City General Fund. Refer to the 2023 Revenue Detail Report.

Injury Prevention Expenses (000-09-0908-0002-*)

(0002-04) Temporary Wages (\$30,000)

Wages to support the Opioid Prevention Administrative Coordinator at \$25/ hour

(0002-06) Premium Pay (\$1,140)

(0002-11) Shift Differential (\$60)

(0002-28) Mileage (\$1,300)

Mileage reimbursement for the Injury Prevention manager, 2 Community Health Specialists and the Opioid Admin Coordinator, funded by grants.

(0002-32) Publications and Memberships (\$400)

Membership to Safe States, required by the SHC grant and subscription to the data system required by the SHC grant for Matter of Balance Data entry

(0002-34) Training and Professional Development (\$5,000)

Registration and travel to the Safe States conference for one person, required by the SHC grant.

(0002-46) Other Contract Services (\$11,500)

\$8,500 - Data sharing agreement with the Lehigh County District attorney's office - Grant funded by OD2A/PDMP grant

\$3,000 - Data sharing and participation agreement with the Lehigh County Coroner's office - Grant funded by OD2A/PDMP grant

(0002-50) Other Services and Charges (\$51,233)

\$27,000 - Continuation of billboard campaign for Opioid and substance use campaign - Grant funded by OD2A/PDMP grant

\$24,233 - Continuation of web marketing campaign for Opioid and substance use campaign - Grant funded by OD2A/PDMP grant

(0002-68) Operating Materials and Supplies (\$28,721.25)

\$9,000 - Car Seats and other safety supplies for seniors purchased by the SHC grant

\$16,721.25 - Home safety supplies including smoke detectors, CO detectors, fire extinguishers, safety gates and other safety supplies funded by the PIC Grant

\$3,000 - Cribs for newborns funded by the Lehigh County Safe Seep Grant

(0002-72) Equipment (\$1,000)

\$1,000 – Two (2) tablets for field work by city staff to perform PIC visits funded by the PIC grant

Health Bureau, Nutrition and Physical Activity Narrative (000-09-0908-0003)

The Nutrition and Physical Activity Program will focus on risk reduction and prevention of chronic diseases through screenings, community awareness activities, and environment and policy changes that support good nutrition and physical activity. The program is partially funded through Act 315, as well as categorical grants from the Pennsylvania Department of Health. The program is staffed by 1 program manager and 1 registered dietitian.

Goals:

Reduce chronic disease risk factors through nutrition and physical activity interventions.

Performance Objectives:

Promote environmental, policy and systems change that support healthy eating and increased physical activity in the community

Increase access to fresh, local produce and other foods in the community through community gardens, fruit and veggie mobile, farm market programs, and other related initiatives.

Provide nutrition counseling and evaluation for individuals who received cholesterol, glucose and blood pressure screenings

Conduct nutrition and physical activity programs and outreach events throughout the City

Implement strategies to decrease the incidence and prevalence of overweight in the City, particularly among youth

Address food insecurity and hunger in the community by expanding participation in summer and afterschool meal programs and other federal nutrition programs.

Budget Priorities:

Funds for the Million Clicks for Million Hearts walking program including annual user software fee, participant subscription fees, job clocks, key tabs, incentives, etc.

Nutrition related costs for community gardens, fruit & veggie mobile, diet analysis software fee, free summer meals promotion for youth, etc.

Funding Sources Include:

Safe and Healthy Communities grant, LVHN contribution, Act 315, General Fund. Refer to the 2023 Revenue Detail Report.

Nutrition and Physical Activity Expenses (000-09-0908-0003-*)

(0003-04) Temporary Wages (\$15,000)

Summer health technical positions

(0003-06) Premium Pay (\$500)

(0003-11) Shift Differential (\$125)

(0003-24) Postage and Shipping (\$3,500)

Postage cost for Every Door Direct Mailing of flyer promoting free summer meal sites for youth. Estimated expenditure based on 2022 mailing

Reimbursable expenditure based on grant contract budget

(0003-26) Printing (\$500)

Professional printing costs associated with nutrition and physical activity programs

Estimated expenditure is lower than 2022 due to majority of printing done internally by City print shop

Reimbursable expenditure based on grant contract budget

(0003-28) Mileage Reimbursement (\$300)

Use of personal vehicle for city business

Estimated expenditure is lower than 2022 due to increased use of city vehicles

Reimbursable expenditure based on grant contract budget

(0003-32) Publications and Memberships (\$1,000)

National, state and local dietetic membership dues for program manager and dietitian

Estimated expenditures based on current rates of dues

Reimbursable expenditure based on grant contract budget

(0003-34) Training and Professional Development (\$1,500)

For program manager and dietitian to attend, national, state & local chronic disease/nutrition/physical activity trainings.

Estimated expenditure is lower than 2022 based on grant contract

Reimbursable expenditure based on grant contract budget

(0003-46) Other Contract Services (\$1,000)

Bike education contract with Community Bike Works

Estimated expenditure is less due to grant contract amount

Reimbursable expenditure based on grant contract budget

(0003-50) Other Services and Charges (\$750)

Costs associated with communication and marketing of nutrition and physical

Activity/anti-hunger programs

Estimated expenditures not expected to be high

(0003-68) Operating Materials and Supplies (\$18,000)

Supplies for Million Clicks for Million Hearts walking program including annual user software fee, participant subscription fees, job clocks, key tabs, incentives, etc.

Estimated expenditure of \$6,000 based on past annual needs

Reimbursable expenditure based on grant contract budget and LVHN contribution

Nutrition related supplies for community gardens, fruit & veggie mobile, diet analysis software fee, free summer meals promotion for youth, etc.

Estimated expenditure of \$12,000 based on past annual needs

Reimbursable expenditure based on grant contract budget and US Conference of Mayor's award

(0003-72) Equipment (\$750)

Bike racks or large equipment purchases for nutrition or physical activity

Estimated expenditures based on past amounts

Reimbursable expenditure based on grant contract budget and US Conference of Mayor's award

Health Bureau, Communicable Disease Narrative (000-09-0908-0004)

The communicable disease program includes epidemiologic investigation of communicable diseases and reportable conditions. Primary prevention includes community immunization and targeted education efforts. Epidemiology defines the occurrence of the disease, its clinical manifestations and management, characteristics of the affected population, the mechanisms of transmission, the characteristics of the causative agent, and identifies exposed individuals so that measures may be taken to prevent spread. Direct clinic services are provided for Tuberculosis Sexually Transmitted Diseases and Immunizations.

The program is mandated by Act 315.

Assigned to the Communicable Disease Department are a manager, a workflow coordinator, two community health specialists, and two communicable disease investigators.

Goals:

To identify, prevent and control communicable diseases in the City of Allentown through epidemiological investigations.

Performance Objectives:

All reports of communicable disease or reportable conditions in the City of Allentown will be epidemiologically investigated and appropriate control methods and interventions will be instituted in accordance with the Pennsylvania Department of Health's Policy and Procedures Manual for the Identification, Investigation and Control of Reportable Diseases (2019).

Assure the prevention and containment of infectious and vaccine-preventable diseases in conjunction with local health care professionals.

Provide communicable disease clinical services: sexually transmitted disease, tuberculosis, child and adult immunization clinics. Incorporate health education into each clinic visit, home visit, and community outreach activity.

Enhance data management, in conjunction with the PA Department of Health, to better reflect disease surveillance, communicable disease investigation, and prevention activities.

Maintain staff knowledge of communicable disease epidemiology including procedures and resources, current public health issues and practices, and certifications and licensure.

Continue COVID 19 response, in conjunction with PA DOH and CDC guidelines, including case investigation, contact tracing and vaccination.

Collaborate with the Immunization and Public Health Emergency Preparedness efforts to conduct mass vaccination clinics.

Budget Priorities:

Achieve all standards of completeness on investigations as determined by the PA Department of Health.

Prevent and control the spread of reportable communicable diseases in the City of Allentown.

Educate and engage the community to reduce communicable disease incidence and prevalence within the City of Allentown.

Assure that Clinics operate at maximum efficiency. This requires properly trained staff, required supplies, and equipment.

Funding Sources Include:

Act 315, PA DOH Tuberculosis Grant, Lehigh County Drug & Alcohol. Refer to the 2023 Revenue Detail Report.

Communicable Disease Expenses (000-09-0908-0004-*)

A portion of communicable disease programming costs relate to TB, STD/HIV grant deliverables and are reimbursed by the grant funding.

(0004-06) Premium Pay (\$8,800)

(0004-11) Shift Differential (\$500)

(0004-28) Mileage Reimbursement (\$500)

Mileage costs will increase as employees attend conferences, community meetings and resume out of office work. *Partially reimbursable expenditure based on grant contract budget*

(0004-32) Publications and Memberships (\$600)

Communicable Disease publications and memberships
Partially reimbursable expenditure based on grant contract budget

(0004-34) Training and Professional Development (\$2,500)

Due to Covid 19 travel and gathering restrictions many of the trainings staff usually attend have been canceled or are virtual in 2022 but are resuming. Staff are returning to in-person training.
Partially reimbursable expenditure based on grant contract budget.

(0004-42) Repairs and Maintenance (\$600)

Repairs and maintenance of clinic equipment. We plan to have preventive maintenance done on clinic equipment later this year and will spend the entirety of 2022 budget, with a similar amount for 2023. *Partially reimbursable expenditure based on grant contract budget*

(0004-46) Other Contract Services (\$35,000)

STD/HIV clinics were lower than usual due to Covid, but numbers of clients are increasing. We plan to add medical service providers in 2023 but are still reducing this account. *Partially reimbursable expenditure based on grant contract budget*

(0004- 66) Chemicals (\$1,200)

For STD Clinic treatment - liquid nitrogen.

(0004-68) Operating Materials and Supplies (\$35,000)

This line item includes flu vaccine and clinical medicine supplies. The funds in this account are generally exhausted. *Partially reimbursable expenditure based on grant contract budget*

Health Bureau, Child/ Family Health Services Narrative (000-09-0908-0005-*)

The Child/Family health program provides services to resident children, adolescents and families through health education and advocacy. Maternal/child health community education sessions are also provided. This program provides inspections of childcare centers and responds to housing and hygiene complaints.

The Expanding Public Health Workforce initiative focuses on supporting older adults and persons with disabilities as well as family caregivers, grand families and kinship families. Workforce training may include Depression and Anxiety, Trauma Informed Care and Hoarding.

Child/Family Health Program staff include the clinical services manager and a nurse.

Goals:

To assure the health and safety of children attending city childcare centers

To improve maternal/child health indicators and birth outcomes.

To reduce obesity in children and families.

To prevent disease and injury and promote health and wellbeing among older adults and people with disabilities in Lehigh County.

Performance Objectives:

To inspect childcare facilities for compliance with immunization requirements, safety, first aid, and control of communicable diseases.

To conduct "Safe and Healthy Home" inspections in conjunction with Injury Prevention staff to evaluate the safety and health status of at-risk children.

To provide MCH community education sessions

To provide cholesterol, glucose, and blood pressure screenings for city residents.

Reduce the rate of emergency department visits due to falls among older adults.

Increase the proportion of older adults with physical or cognitive health problems who get physical activity.

Reduce the proportion of older adults who use inappropriate medications. Increase the proportion of older adults who get flu vaccine every year.

Increase the proportion of older adults who get COVID 19 vaccines and boosters.

Improve health and well-being in people with disabilities.

Make sure public health agencies have the necessary workforce for key public health services.

Increase access to comprehensive high-quality health care services.

Increase social and community support.

Increase the proportion of adults who have an emergency plan for disasters.

Reduce anxiety and depression in family caregivers of people with disabilities.

Increase the proportion of adults with depression who get treatment.

Budget Priorities

To inspect 55 childcare facilities for compliance with immunization requirements, safety, first aid, and control of communicable diseases.

To conduct 25 MCH community education sessions.

To provide 250 cholesterol, glucose, and blood pressure screenings for city residents.

Provide COVID-19 and flu vaccination and maintain records.

Provide Matter of Balance classes.

Provide senior home safety visits.

Promote adult health and wellness, including blood pressure screenings, cholesterol testing, medication education, and nutrition education.

Provide Public Health Emergency Preparedness Education.

Educate on environmental concerns related to sanitation, hoarding, and food safety.

Connect older adults and people with disabilities with needed services and social support.

Offer public health workforce training to address special concerns of older adults and those with disabilities including trauma-informed care, hoarding, depression, and anxiety.

Funding Sources Include:

Act 315, Title V/Maternal Child health Grant, Expanding Public Health Workforce in Aging and Disability Networks grant. Refer to the 2023 Revenue Detail Report.

Child/ Family Health Services Expenses (000-09-0908-0005-*)

(0005-06) Premium Pay (\$300)

(0005-11) Shift Differential (\$25)

(0005-28) Mileage Reimbursement (\$1,000)

Use of personal vehicle for city business e.g., MCH visits and community sites for the aging and adult services grant. Estimated expenditure is lower than 2022 due to increased use of city vehicles. *Reimbursable expenditure based on grant contract budget*

(0005-32) Publications & Memberships (\$2,000)

Reference books for use by staff including those from the American Academy of Pediatrics. *Reimbursable expenditure based on grant contract budget*

(0005-34) Training and Professional Development (\$14,500)

Training and certifications for staff. A newly acquired Expanding Public Health Workforce grant increases this account line for expanding public health workforce for aging and adult clients. *Reimbursable expenditure based on grant contract budget*

(0005-42) Repairs and Maintenance (\$50)

For repair of clinic equipment.

(0005-50) Other Services and charges (\$950)

Media Campaigns. *Reimbursable expenditure based on grant contract budget*

(0005-68) Operating Materials and Supplies (\$10,000)

Supplies for MCH and Public Health Workforce training and education. While prior years saw decreased visits related to COVID restrictions, increasing demand is anticipated.

Reimbursable expenditure based on grant contract budget

(0005-72) Equipment (\$5,000)

For equipment used in visits for the Maternal Child Health, Aging & Disability Network presentations and visits, and childcare center inspections. *Reimbursable expenditure based on grant contract budget*

Health Bureau, Food Service Sanitation Program Narrative (000-09-0908-0006)

The Environmental Health Services Section of the Bureau of Health conducts the Act 315 mandated environmental health programs pertinent to the City of Allentown. The Environmental Health Services Section is comprised of the Environmental Field Services Division, the Injury Prevention Division and Public Health Emergency Preparedness. The Environmental Field Services Division is responsible for the Food Protection Program, Environmental Control Program, and Institutional Sanitation and Safety Program. The Food Protection Program services include:

- Food Service Establishment Inspection and Licensing
- Food-borne Disease Surveillance and Investigation
- Food Safety Training and Public Awareness

Act 315-funded health departments are required to provide public health programs in the areas of administrative and supportive services, personal health services and environmental health services. Act 315 was amended in 1976 by Act 12 to add support for environmental health initiatives. The broad objective of the Food Protection Program is to reduce the risk of food-borne illness by assuring that food and beverages sold for public consumption has been stored, prepared, and served in a safe manner and is wholesome and unadulterated. This program's primary activities are inspecting and licensing all eating and drinking establishments, large and small retail grocers, cafeterias, commissaries, food vendors at special events and certain food vending machines. Investigations of potential food-borne disease outbreaks within the City of Allentown are conducted. A major emphasis of the program is to educate food handlers and food service operators in proper food protection techniques as well as public education efforts to promote food safety.

Fees for licensing, operational inspection and plan review of retail food facilities are charged annually to defray the costs of inspections, plan reviews and services. The City also receives fines for late license renewals and egregious operational deficiencies.

Currently, food inspections are conducted using the PA Department of Agriculture's PAFoodSafety software. Earlier this year, PDA advised local health departments that their software vendor supporting the inspection program is sunsetting the software and will no longer support it. PDA is exploring other options for food inspections only, and they have indicated they will not support any local health department customizations, upon which we depend for institutional inspections, and the timeline for conversion to another system supported by the state has not been established. Additionally, it has been communicated that there is most likely to be annual costs assessed by the state to users of the replacement software once available. So, we need to identify another inspection software option that will support all our inspection needs.

Tyler Technology's Energov is a solution to this need. An environmental health module is available as an add-on to manage all food and institutional inspections. The advantage of this Energov module over a standalone product is that it links to existing business accounts, licensing, permits and financial transactions to the inspection requirements. Tyler Technology was contacted to discuss the environmental health module implementation and its cost. The preliminary cost estimate from Tyler is \$150,000 initial start-up and \$40,000. This has been included in the budget and split between the two impacted programs, 06-68 food service, and 08-68 institutional sanitation.

Goals:

Below is a list of the major Food Protection Program activities carried out by the Environmental Field Division Staff which includes the Environmental Field Services Manager, 5 Sanitarians, 1 Community Health Specialist and 2 clerks. As we rebound from the impacts of COVID-19, our goals are to conduct more inspections and trainings which should decrease the number of complaints received.

Activities	2019	2020	2021
Food Service Establishments Inspected	913	839	922

Number of Food Service Establishment Inspections	1,245	846	1,198
Number of Temporary Food Service Inspections	501	74	313
Number of Potentially Hazardous Food Vending Machine Inspections	5	0	0
Number of Plan Reviews Conducted	86	88	118
Food Safety Trainings	49	74	90
Food-related consumer complaints	134	85	97
COVID-19 Safety Consultations	N/A	749	313

Budget Priorities

- Inspect and license all food service establishments, including temporary stands and mobile food units.
- Assure establishment compliance with the Food Service Sanitation Ordinance to minimize the potential for food-borne disease.
- Conduct a plan review for each facility which is constructed, extensively renovated, or undergoes a change of ownership.
- Further educate food service personnel in safe food handling practices and sanitation.
- Enhance compliance in food service establishments through a program utilizing risk-based inspection frequency and appropriate enforcement action.
- Monitor and investigate all food related consumer complaints, COVID-19 complaints and food-borne disease outbreaks.
- Enhance home food safety awareness of the general public.

Funding Sources Include:

Act 315, Act 12, food license and application fees, food reinspection fees, fines, and the General Fund. Refer to the 2023 Revenue Detail Report.

Food Service Sanitation Program Expenses (000-09-0908-0006-*)

(0006-06) Premium Pay (\$3,000)

(0006-11) Shift Differential (\$200)

(0006-26) Printing (\$100)

Brochures to distribute during National Food Safety Education Month (September).

(0006-32) Publications and Memberships (\$250)

Casa Memberships: \$120

NEHA Certified Food Safety Professional Credential (renewal): \$130

(0006-34) Training and Professional Development (\$700)

Continuing Education NEHA Certified Food Safety Professional Credential: \$350

ServSafe Food Certification Class: \$350

(0006-46) Other Contract Services (\$200)

Miscellaneous (e.g., Stenographer services for appeal hearings)

(0006-68) Operating Materials and Supplies (\$97,000)

Thermometers: \$500

Test Strips: \$200

Thermal Paper: \$300

Misc. Office Supplies: \$1,000

Environmental Health Solutions (Energov) inspection software initial purchase \$75,000 (½ total cost – remaining in program 0008)

Inspection software annual license (½ total cost – remaining in program 0008) \$20,000

Health Bureau, Environmental Protection/Control Narrative (000-09-0908-0007)

The Environmental Health Services Section of the Bureau of Health conducts the Act 315 mandated environmental health programs pertinent to the City of Allentown. The Environmental

Health Services Section is comprised of the Environmental Field Services Division, the Injury Prevention Division and Public Health Emergency Preparedness. The Environmental Field Services Division is responsible for the Food Protection Program, Environmental Control Program, and Institutional Sanitation and Safety Program. The Environmental Control Program addresses the following environmental health issues:

- Housing Hygiene and Sanitation
- Lead Source Reduction
- Vector Control (mosquitos)
- Noise Control
- Indoor Air Quality (mold)
- On-Lot Sewage Disposal
- Bedbugs
- Other Public Health Nuisances

Act 315-funded health departments are required to provide public health programs in the areas of administrative and supportive services, personal health services and environmental health services. Act 315 was amended in 1976 by Act 12 to add support for environmental health initiatives. The Environmental Control Program investigates not only traditional environmental health problems such as vector control, housing hygiene and sanitation issues, but also responds to emerging environmental health hazards which were previously underestimated or unrecognized. These hazards include sources of lead exposure, excessive noise, West Nile virus and indoor air quality concerns. Additionally, referrals for Safe and Healthy Homes environmental assessments for eligible residents are offered, providing consultative services and supplies where appropriate to address household environmental conditions that may have an adverse effect, particularly to children. And, while not traditionally considered vectors, bed bug infestations are investigated, and where possible, remediation is enforced.

Goals:

Below is a list of the environmental complaints and the amount successfully abated. These activities carried out by the Environmental Field Division Staff which includes the Environmental Field Services Manager, 5 Sanitarians, 1 Community Health Specialist and 2 clerks.

Complaint Category	2019	2020	2021
Community Health Nuisances	200	89	198
Bed Bug Infestations	57	27	18
Indoor Air Quality	62	37	27
Environmental Lead	19	6	13
WNV Control / Mosquito Harborage	36	19	21
COVID-19 Safety	N/A	162	31
Total	374	406	308

Budget Priorities

- Investigate and abate in a timely manner all community environmental health nuisance conditions reported.
- Assure all on lot sewage systems are properly installed and maintained.
- Conduct public/professional awareness and educational activities targeting community environmental health conditions.

- Provide consultative services to the community on a wide range of environmental health issues.
- Assure the reduction of lead sources in the homes of children diagnosed with lead poisoning.
- Institute appropriate enforcement actions against chronic violators of City health codes.
- Respond to inquiries and complaints about indoor air quality concerns in institutional settings.

Funding Sources Include:

Act 315, Act 12, and the General Fund. Refer to the 2023 Revenue Detail Report.

Environmental Protection/Control Expenses (000-09-0908-0007-*)

(0007-06) Premium Pay (\$250)

(0007-11) Shift Differential (\$25)

(0007-26) Printing (\$100)

Brochures to distribute at health fairs. Materials might include information on healthy homes, lead, vector control or any other environmental health concern addressed under the Environmental Control program.

(0007-28) Mileage Reimbursement (\$50)

Mileage reimbursement for when a city vehicle is not available for use and travel is required out of the City of Allentown for training or testing purposes.

(0007-32) Publications and Memberships (\$630)

NEHA Annual Memberships: \$100/person – Required for all staff members that hold a NEHA professional credential.

NEHA Registered Environmental Health Specialist/Registered Sanitarian Credential (renewal): \$130. One renewal occurring in 2023. One will occur in 2024. Renewals are required every 2 years.

(0007-34) Training and Professional Development (\$6,000)

CEU's for NEHA Environmental Health Specialist/Registered Sanitarian Credential: \$950

Lead Training: \$750

Noise Technician Training: \$800

Pesticide Applicator Continuing Education Courses/Recertification: \$500

Leadership Training: \$3,000

(0007-42) Repairs and Maintenance (\$700)

Noise Meter Calibration Services: \$400

Minor XRF repairs – gaskets, battery packs: \$300

(0007-46) Other Contract Services (\$700)

Lead Dust Clearance Wipes (non-grant eligible projects): \$300

Miscellaneous (e.g. Stenographer services for appeal hearings): \$200

(0007-54) Repairs and Maintenance Supplies (\$100)

Misc. - \$100

(0007-56) Uniforms (\$1,700)

Safety Shoes: \$200/person per year per union contract

Collared Shirts: \$500

(0007-68) Operating Materials and Supplies (\$725)

XRF Sealed Source Leak Test Kits: \$250

PPE: \$250

Bug Killer Inspector Spray/Pesticides: \$225

(0007-72) Equipment (\$750)

Field Printer: \$750/printer battery combo

Health Bureau, Institution Sanitation and Safety Narrative (000-09-0908-0008)

The Environmental Health Services Section of the Bureau of Health conducts the Act 315 mandated environmental health programs pertinent to the City of Allentown. The Environmental Health Services Section is comprised of the Environmental Field Services Division, the Injury Prevention Division and Public Health Emergency Preparedness. The Environmental Field Services Division is responsible for the Food Protection Program, Environmental Control Program, and Institutional Sanitation and Safety Program. The Institutional Sanitation and Safety Program services include:

- Child Care Facility Inspection and Certification

- Public Bathing Place Inspection
- School Inspection
- Long Term Care Facility Inspection

Act 315-funded health departments are required to provide public health programs in the areas of administrative and supportive services, personal health services and environmental health services. Act 315 was amended in 1976 by Act 12 to add support for environmental health initiatives. The Institutional Sanitation and Safety Program fulfills the program requirements of three mandated Act 315 programs. Public bathing places and long-term care facilities are subject to regulations promulgated by the State. Childcare facilities and schools are subject to regulation under the City's Child Care Facility Ordinance and School Ordinance, respectively.

The primary objective of the program's activities in each of the institutional settings is to protect the public from health and safety hazards which could result in illness or unintentional injury. Specific activities include identifying hazards and determining appropriate intervention strategies with facility operators to reduce the risk of injuries and illnesses.

Fees for licensing, operational inspection, and plan review of childcare facilities are charged annually to defray the costs of inspections, plan reviews and services. The city also receives fines for late license renewals and egregious operational deficiencies.

Currently, institutional inspections are conducted using the PA Department of Agriculture's PAFoodSafety software. Earlier this year, PDA advised local health departments that their software vendor supporting the inspection program is sunsetting the software and will no longer support it. PDA is exploring other options for food inspections only, indicating they will not support any local health department customizations, upon which we depend for institutional inspections, and the timeline for conversion to another system supported by the state has not been established. Additionally, it has been communicated that there is most likely to be annual costs assessed by the state to users of the replacement software once available. So, we need to identify another inspection software option that will support all our inspection needs.

Tyler Technology's Energov is a solution to this need. An environmental health module is available as an add-on to manage all food and institutional inspections. The advantage of this Energov module over a standalone product is that it links to existing business accounts, licensing, permits and financial transactions to the inspection requirements. Tyler Technology was contacted to discuss the environmental health module implementation and its cost. The preliminary cost estimate from Tyler is

\$150,000 initial start-up and \$40,000. This has been included in the budget and split between the two impacted programs, 06-68 food service, and 08-68 institutional sanitation.

Goals:

Below is a list of the major Institutional Sanitation and Safety Program activities carried out by the Environmental Field Division Staff which includes the Environmental Field Services Manager, 5 Sanitarians, 1 Community Health Specialist and 2 clerks.

Activities	2019	2020	2021
Child Care Facility Inspections	153	146	160
Public Bathing Place Inspections	28	14	23
Public & Private School Inspections	33	31	30
Long Term Care Facility Inspections	5	3	1
School Playground Inspections	12	12	12
Number of Institution Plan Reviews Conducted	13	17	24
Number of Institutional Complaints	15	12	7

Number of COVID-19 Child Care Outbreak Responses	N/A	23	74
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Budget Priorities

- Assure that all public schools are in compliance with the City's School Sanitation and Safety regulations.
- Assure that all long-term care facilities are in compliance with appropriate Long Term Care Facility Sanitation and Safety regulations.
- Assure that all childcare facilities are in compliance with the City's Child Care Facility Sanitation and Safety regulations.
- Assure that all public swimming pools are in compliance with appropriate Public Bathing Place Safety and Sanitation regulations.
- Assure that all COVID-19 safety measures are taken, and appropriate disinfection and exclusion efforts are made after an outbreak is confirmed in a childcare facility, public and private schools, public bathing place and long-term care facility.

Funding Sources Include:

Act 315, Act 12, childcare operational certificate fees, reinspection fees, plan review fees, and the General Fund. Refer to the 2023 Revenue Detail Report.

Institution Sanitation and Safety Expenses (000-09-0908-0008-*)

(0008-06) Premium Pay (\$250)

(0008-11) Shift Differential (\$25)

(0008-32) Publications and Memberships (\$100)

Professional Journal Subscriptions

(0008-34) Training and Professional Development (\$700)

Certified Pool Operator Training: \$400

Professional Training: \$300

(0008-68) Operating Materials and Supplies (\$95,400)

Pool Kit & Replacement Reagents: \$400

Environmental Health Solutions (EnerGov) inspection software initial purchase \$75,000 (½ total cost – remaining in program 0006)

Inspection software annual license (½ total cost – remaining in program 0006) \$20,000

Health Bureau, AIDS Prevention Program Narrative (000-09-0908-0011-*)

The HIV program is funded to provide HIV testing, education, risk reduction, partner services, referral and linkage to HIV care. Prevention is achieved via risk assessment and harm reduction, which all STD clients receive, HIV Navigation, outreach, education, partner services, testing, and building relationships with communities that have higher risk. The Sexually Transmitted Diseases clinic HIV screening, referral to HIV prevention medicine PrEP, and also HIV Navigation. AHB conducts the Voices/Voces Safer Sex Intervention presentations at Lehigh County Drug and Alcohol facilities.

HIV Program staff include a manager, a workflow coordinator, a nurse (HIV Navigator), two community health specialists, and two communicable disease investigators.

Goals:

To prevent and to reduce the incidence of HIV/AIDS

To identify persons at high risk for contracting HIV/AIDS and provide prevention intervention education.

To provide intervention strategies to high-risk individuals and populations.

Performance Objectives:

To provide voluntary, routine HIV testing in public health clinics in conjunction with Sexually Transmitted Diseases (STD) including referral and linkage to appropriate services.

Provide HIV Navigation services for high-risk negative individuals.

Conduct all Partner Services interviews for newly diagnosed HIV positive individuals to encourage risk reduction/disease prevention behavior.

Review HIV and STD surveillance data, on a daily basis, to promptly identify communicable disease outbreaks, and/or surveillance system problems.

Incorporate health education into each clinic visit, home visit, and community outreach activity.

Budget Priorities:

Achieve HIV grant performance objectives related to testing and outreach to high-risk populations, partner services, and HIV Navigation, and referral to care.

To achieve all case investigation standards for completeness as determined by the PA Department of Health.

Funding Sources Include:

Act 315, PA DOH HIV Grant, Lehigh County Drug and Alcohol. Refer to the 2023 Revenue Detail Report.

AIDS Prevention Expenses (000-09-0908-0011-*)

(0011-06) Premium Pay (\$3,500)

(0011-11) Shift Differential (\$250)

(0011-28) Mileage Reimbursement (\$500)

Mileage reimbursement for staff travel to community meetings and conferences. *Reimbursable expenditure based on grant contract budget*

(0011-32) Publications and Memberships (\$1,500)

Communicable Disease publications and memberships. *Reimbursable expenditure based on grant contract budget*

(0011-34) Training and Professional Development (\$5,000)

Due to Covid 19 travel and gathering restrictions many of the trainings staff usually attend had been canceled or were virtual in 2022. However, staff have resumed attending in-person training sessions. *Partially reimbursable expenditure based on grant contract budget.*

(0011-46) Other Contract Services (\$500)

For disposal of infectious waste. *Reimbursable expenditure based on grant contract budget*

(0011-50) Other Services and Charges (\$100)

For promotion of HIV events. *Reimbursable expenditure based on grant contract budget*

(0011-68) Operating Materials and Supplies (\$15,880)

This line item includes medical and testing supplies for clinics. *Partially reimbursable expenditure based on grant contract budget.*

Health Bureau, Maternal Child Health Program Narrative (000-09-0908-0017)

The Childhood Lead Poisoning Prevention Program will reduce elevated lead levels in children less than 6 years of age in accordance with Centers for Disease Control and Prevention guidelines. Environmental management will include investigations to determine sources of lead exposure and to facilitate administrative and legal actions to assure hazard reduction of detected sources of lead exposure. The Maternal and Child Health Program includes advocacy for and referrals of City children for medical, dental and specialty services. Another component of the MCH Program involves addressing menstrual health by improving access to free menstruation products. Maternal Child Health program staff include the clinical services manager, one nurse and two community health specialists.

Maternal Child Health services are mandated by Act 315.

Goals:

To reduce the potentially devastating effects of lead poisoning on the physical and mental development of children aged 6 through 72 months by early identification and intervention.

To improve maternal and child health status indicators.

Performance Objectives:

To work in conjunction with the Maternal Child Health team to improve health status indicators among City residents.

To conduct prevention-oriented home visits emphasizing prenatal care, newborn and infant

development, safe sleep education, Breastfeeding Support, healthy lifestyles, and parenting skills, as well as community and special needs health care referrals as needed.

To promote early entry into prenatal care by providing Early Pregnancy Testing to 60 women.

To continue to collaborate with community partners to promote improved birth outcomes.

Educate parents, guardians, and caregivers regarding sources, effects, and prevention of lead poisoning. Home visits will be offered and conducted as requested.

To provide environmental investigations and interventions for all children whose blood lead levels persist in the 10-19 ug/dL range.

To provide environmental investigation and remediation for all children with blood lead levels of 20 ug/dL or greater.

To educate families and the community about lead poisoning prevention and hazard reduction.

To educate health care practitioners about CDC's lead screening guidelines.

To provide free menstrual products in public facilities throughout the city including recreations centers, community centers, and libraries.

Budget Priorities

To conduct 350 prevention-oriented home visits emphasizing prenatal care, newborn and infant development, safe sleep education, Breastfeeding Support, healthy lifestyles, and parenting skills, as well as community and special needs health care referrals as needed.

To provide 50 home visits to educate parents, guardians, and caregivers regarding sources, effects, and prevention of lead poisoning.

To provide environmental investigations and interventions for all children whose blood lead levels

persist in the 10-19 ug/dL range.

To provide environmental investigation and remediation for all children with blood lead levels of 20 ug/dL or greater.

To improve the ability to participate in all aspects of life including work, recreation, and school by providing free menstrual products to those who have difficulty acquiring them.

Funding Sources Include:

Act 315, MCH/Title V grant, Child Lead Poisoning Prevention grant. Refer to the 2023 Revenue Detail Report.

Maternal Child Health Expenses (000-09-0908-0017-*)

(0017-06) Premium Pay (\$400)

(0017-11) Shift Differential (\$50)

(0017-28) Mileage Reimbursement (\$600)

Use of personal vehicle for city business e.g., Lead and MCH visits. *Reimbursable expenditure based on grant contract budget*

(0017-34) Training and Professional Development (\$8,000)

For training and conference costs for events such as car seat inspections and breastfeeding, and cultural competency. While training meetings were cancelled or virtual in 2022 due to Covid restrictions, in-person trainings are resuming. *Reimbursable expenditure based on grant contract budget*

(0017-46) Other Contract Services (\$8,000)

For Lead Inspector/Risk Assessor training for staff investigating child lead poisoning. *Reimbursable expenditure based on grant contract budget*

(0017-68) Operating Materials and Supplies (\$12,500)

Supplies include educational materials for newborn and infant visits, as well as for MCH Presentations at community organizations. *Reimbursable expenditure based on grant contract budget*

(0017-72) Equipment (\$1,000)

For educational equipment, e.g., dolls and models for reenactment of brain injuries and safe sleep positions for MCH and lead home visits and community education sessions.
Reimbursable expenditure based on grant contract budget

Health Bureau, Immunization Program Narrative (000-09-0908-0018)

The Immunization Program provides services to improve immunization levels of all children, adolescents, and adults, to reduce the incidence of vaccine-preventable diseases in accordance with the recommended Immunization Schedules Advisory Committee on Immunization Practices and the CDC. Comprehensive Immunization services are provided for infants, children, adolescents and adults.

Immunization Program staff include 2 community health specialists, 3 medical assistants, and a portion of the clinical services manager.

Goals:

To provide uninsured and insured city children and adults vaccines according to the ACIP guidelines.

Performance Objectives:

To enhance Allentown Health Bureau's current immunization services for city residents across the lifespan.

To provide immunizations for children ages 2 months to 18 years within the city of Allentown who are uninsured or underinsured.

To provide immunizations for adults within the city of Allentown who are uninsured.

To provide education on vaccines for parents at educational sessions and maternal child health home visits.

To conduct educational programs for area health care professionals concerning new and updated vaccine information.

To increase the infant, child adolescent and adult immunization levels in the City of Allentown through immunization coalition activities such as providing immunization clinic information to parents of

newborns.

To continue to co-facilitate the Lehigh Valley Immunization Coalition to facilitate a coordinated approach to the problem of inadequate immunization.

Perform health needs assessments with families during immunization clinics to determine whether children have a “medical home,” and connect them with health insurance and needed social services.

Budget Priorities

Perform 500 health needs assessments with families during immunization clinics to determine whether children have a “medical home,” and connect them with health insurance and needed social services.

Provide 1,500 immunizations to uninsured and underinsured children in the city of Allentown.

Provide 10,000 immunizations to uninsured adults in the city of Allentown.

Funding Sources Include:

Act 315, Immunization grant. Refer to the 2023 Revenue Detail Report.

Immunization Program Expenses (000-09-0908-0018-*)

(0018-06) Premium Pay (\$2,000)

(0018-11) Shift Differential (\$500)

(0018-22) Telephone (\$4,000)

For the internet modem service for our electronic medical record. Expenditure per year is estimated to be approximately \$4,000. *Reimbursable expenditure based on grant contract budget*

(0018-28) Mileage Reimbursement (\$500)

For use personal vehicles to clinics, conferences, and training. Anticipate an increase in educational and conference opportunities due to decrease in COVID restrictions. *Reimbursable expenditure based on grant contract budget*

(0018-30) Rentals (\$1,000)

For off-site Vaccination Clinic rental. *Reimbursable expenditure based on grant contract budget*

(0018-32) Publications and Memberships (\$1,500)

Includes publications, license fees, and memberships, as well as subscriptions for required Vaccines for Children (VFC) clinic equipment support. An increase in nursing license fees in 2023 is anticipated. *Reimbursable expenditure based on grant contract budget*

(0018-34) Training and Professional Development (\$2,000)

Includes training for staff, a yearly immunization conference, with accommodations. Anticipate an increase in educational and conference opportunities due to decrease in COVID restrictions. *Reimbursable expenditure based on grant contract budget*

(0018-42) Repairs and Maintenance (\$2,000)

Includes costs for repairs of all VFC mandated equipment, such as data loggers, refrigerators, freezers. Anticipate updated equipment will incur an increased cost. *Reimbursable expenditure based on grant contract budget*

(0018-46) Other Contract Services (\$22,000)

Includes the annual maintenance cost of EPIC Community Connect medical records system. *Reimbursable expenditure based on grant contract budget*

(0018-50) Other Services and Charges (\$1,500)

Includes media campaigns for immunizations. *Reimbursable expenditure based on grant contract budget*

(0018-68) Operating Materials and Supplies (\$19,000)

Supplies such as gloves, masks, needles, and syringes, band aids, sharps containers, etc. Anticipate supply cost increase. *Reimbursable expenditure based on grant contract budget*

(0018-72) Equipment (\$10,000)

Equipment related to clinics including scanners for documents, medication scanners, etc. *Reimbursable expenditure based on grant contract budget*

Health, Public Health Emergency Preparedness Narrative (000-09-0908-0019)

The Public Health Emergency Preparedness (PHEP) Program coordinates the Health Bureau's roles in emergency preparedness, response, and recovery. The PHEP Program maintains the Health

Bureau's All-Hazards Public Health Emergency Response Plan; coordinates preparedness and response planning, training, and exercise development; and facilitates the City's response and recovery activities to the public health and medical consequences of natural or man-made disasters and emergencies. This program is funded through multiple Federally funded emergency preparedness and COVID-19 grants from the PA Department of Health, Bureau of Emergency Preparedness and Response. The program is staffed by 1 Program Manager and 2 Community Health Specialists.

Goals:

Build, maintain and strengthen the ability of public health staff, volunteers, and community partners to work both independently and collaboratively to reduce the incidence of morbidity and mortality from public health threats, and prepare for, respond to, and recover from emergencies.

Performance Objectives:

Assure that the Allentown Health Bureau updates its comprehensive public health emergency response plan annually.

Participate in a minimum of 10 preparedness-related advisory committees and coalitions to provide enhanced competencies in public health emergency management.

Provide a minimum of 25 opportunities for Health Bureau staff and volunteers to participate in public health emergency trainings, exercises, drills.

Maintain Health Bureau staff that are proficient in the use of data, disease management and emergency communications systems.

Promote citizen emergency preparedness through the implementation of a minimum of 20 educations, trainings, media campaigns, and targeted outreach.

Maintain a minimum of 250 volunteers affiliated with Allentown Volunteer Medical Reserve Corps (AVMRC) trained and prepared to respond to enhance the PHEP emergency response capacity.

Respond to a minimum of 1 public health and real-world emergencies.

Budget Priorities:

Review, update, test and maintain the current all-hazards public health emergency preparedness and

response plan.

Maintain a public health workforce, and medical and non-medical volunteers engaged in AVMRC, who prepare for and respond to emergencies and disasters.

Expand, train, and sustain the local public health workforce to support COVID-19 prevention, preparedness, response, and recovery initiatives, including school-based health programs.

Maintain access and proficiency with software and communication systems for surveillance, epidemiologic investigations, data and to coordinate response efforts and information sharing during exercises, public health incidents, and mass casualty events.

Build citizen preparedness through educations, trainings and awareness campaigns that give residents the information, skills, tools, and items to protect themselves, know what to do, and how to respond when presented with varying public health emergency situations.

Conduct a community health needs assessment, community health improvement plan, gap assessment, public health staff and volunteer training needs assessment, and complete Project Public Health Ready (PPHR) renewal.

Funding Sources Include:

Pennsylvania Department of Health Grant Name	Federal Funding Source
Public Health Emergency Preparedness and Medical Reserve Corps	United States Department of Health and Human Services/Centers for Disease Control and Prevention, Public Health Emergency Preparedness (PHEP) Cooperative Agreement
Crisis Cooperative Agreement grant	Centers for Disease Control and Prevention (CDC) / United States Department of Health and Human Services (HHS), Public Health Emergency Response, Cooperative Agreement for Emergency Response, Public Health Crisis Response (Subsequent Available Funds 1)

COVID-19 Public Health Workforce Development Supplemental Award	Centers for Disease Control and Prevention (CDC) / United States Department of Health and Human Services (HHS), Public Health Emergency Response, Cooperative Agreement for Emergency Response, Public Health Crisis Response (Subsequent Available Funds 1)
ELC CARES	United States Department of Health and Human Services (HHS)/Centers for Disease Control (CDC), Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)
ELC Enhancing Detection	United States Department of Health and Human Services (HHS)/Centers for Disease Control (CDC), Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) (Subsequent Available Funds 1)
ELC Enhancing Detection Expansion	United States Department of Health and Human Services (HHS)/Centers for Disease Control, Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) Enhancing-Detection Expansion (Subsequent Available Funds 2)

Refer to the 2023 Revenue Detail Report.

Public Health Emergency Preparedness Expenses (000-09-0908-0019-*)

(0019-04) Temporary Wages (\$62,400)

Contact Tracers to assist with preventing the spread of COVID-19.

Estimated expenditure is lower than 2022 due to a decrease in the number of needed Contact Tracers.

Reimbursable expenditure based on grant contract budget

(0019-06) Premium Pay (\$ 7,500)

Overtime costs for hourly staff

Estimated expenditure is lower than 2022 due to projected need / utilization in 2022.

Primarily paid with City funds. Some expenditures are reimbursable based on grant contract.

(0019-11) Shift Differential (\$400)

(0019-24) Postage and Shipping (\$45,000)

Postage cost for Every Door Direct Mailing of flyers to promote registering for the City's CodeRED emergency notification system and promoting emergency preparedness messages.

Expenditure based on 2022 estimates.

Reimbursable expenditure based on grant contract budget

(0019-28) Mileage Reimbursement (\$500)

Use of personal vehicle for city business.

Estimated expenditure is lower than 2022 due to increased use of city vehicles.

Reimbursable expenditure based on grant contract budget

(0019-30) Rentals (\$50,000)

Rental of facilities to conduct public health trainings, exercises, drills and emergency responses.

Estimated expenditure is higher than 2022 due to increased need to rent facilities to accommodate public health emergency preparedness and response trainings, exercises, and drills to meet multiple grant requirements.

Reimbursable expenditure based on grant contract budget

(0019-34) Training and Professional Development (\$11,685)

For Program Manager and Community Health Specialists to attend regional, state and national emergency preparedness trainings and conferences.

Estimated expenditure is higher than 2022 due to the resumption of in-person training opportunities after being postponed due to the COVID-19 pandemic public health response.

Reimbursable expenditure based on grant contract budget

(0019-46) Other Contract Services (\$808,750)

Need for contracts to coordinate and conduct multiple assessments, plans and trainings, including community health needs assessment and improvement

plan; gap assessment; planning, implementing, and evaluating public health preparedness trainings and exercises; Project Public Health Ready (PPHR) re-recognition, and emergency drill and response After-Action-Review and Improvement Plans.

Funds for COVID-19 quarantine and isolation services and wraparound costs (e.g., hotel costs for individuals who are homeless and need to quarantine).

Estimated expenditure is increased due to the increase in the size and scope of grant required community assessments, emergency plans, and trainings.

Reimbursable expenditure based on grant contract budget

(0019-50) Other Services and Charges (\$150,000)

Advertising costs to promote registering for the City's CodeRED emergency notification system, and emergency preparedness and prevention messages.

Estimated expenditure is higher due to increased grant funding for emergency

Preparedness and prevention promotions and campaigns.

Reimbursable expenditure based on grant contract budget

(0019-56) Uniforms (\$15,000)

Deployment gear such as shirts, jackets, hats and vests for AHB staff and Allentown Volunteer Medical Reserve Corps volunteers.

Reimbursable expenditure based on grant contract budget.

(0019-68) Operating Materials and Supplies (\$250,000)

Software and Cloud services for public health monitoring, data analysis, surveys, registrations and sign-ups, and emergency alert systems. Supplies for preparing for and implementing of emergency preparedness trainings, exercises, drills, and responses.

Estimated expenditure is decreased based on prior year's needs and costs.

Reimbursable expenditure based on grant contract budget.

(0019-72) Equipment (\$70,000)

High-fidelity, interactive mannikin for STOP-THE-BLEED trainings, exercises, and drills.

Estimated expenditure based on research of projected cost.

Reimbursable expenditure based on grant contract budget.

Liquid Fuels Fund Narrative (004)

PA Liquid Fuels Operations is a program within Public Works at the Allentown Streets Department. As promulgated by State regulations, monies received by the City from the Liquid Fuels Fund provide for the maintenance of the City's streets to include resurfacing, crack-sealing, snow operations, and micro-surfacing. Salaries incurred as part of this work are also included under this program. This program provides labor and materials for the paving and reconstruction of streets and alleys. In conjunction with the Streets budget this program provides support in the form of labor for the restoration of utility cuts and trenches, repair of sinkholes, frost boils, potholes, crack sealing, shaping of unimproved streets and minor maintenance of bridges. Coverage is also provided for a variety of civic service projects and for any emergency situations. Additionally, this program provides for all phases of salting, pre-wetting of city streets prior to a snowstorm along with salting, plowing and snow removal with a 24-hour coverage during the winter season. This program also provides labor to support other programs which include hand sweeping by city crews of city streets, alleys and certain posted areas which are not a part of the automatic sweeping program, in addition to removal of leaves from the city streets. Overall, the Liquid Fuels Enterprise fund has increased \$113,570 from 2022's final budget.

2023 REVENUE ESTIMATES		
LIQUID FUELS REVENUE INPUTS	ACCOUNT	AMOUNT
PA Liquid Fuels Allocation (Act 655)	004-5211	\$ 3,000,000.00
Interest Income	004-6415	\$ 5,000.00
Misc. - Winter Turnback	004-6686	\$ 116,070.66
Misc. - Act 32 Maintenance Turnback	004-6686	\$ 4,720.00
State Aid Pension	004-6687	\$ 137,012.00
TOTAL REVENUE		\$ 3,262,802.66

Liquid Fuels Maintenance/Resurfacing Expenses (004-03-4741-0001-*)

(0001-06) Premium Pay (\$130,500)

Provides for the overtime of both (26) Bargaining and (3) Non-Bargaining employees.

(0001-11) Shift Differential (\$13,830)

(0001-30) Rentals (\$38,400)

Provides for the lease payment (2 of 5) for a Paving Machine.

(0001-54) Repairs & Maintenance Supplies (\$350,000)

Provides for the purchase of various asphalt mixes for 1 mile of paving for the annual alley program at \$120,000, pothole repair and general street maintenance.

(0001-66) Chemicals (\$324,800)

Increase in the rock salt expenditure; pricing has increased from \$63/ton to \$77.20/ton on the cooperative purchasing agreement. $4,000 \text{ ton} @ \$77.20 = \$308,800$

(0001-72) Equipment (\$145,000)

Provides for the purchase of a Backhoe.

(0001-88) Interfund Transfers (\$66,726)

Liquid Fuels annual principal debt payment on the equipment fund long term bond (*through 2045*).

Trexler Memorial Fund Narrative (006)

Trexler Grounds Maintenance Program Expenses (006-08-6761-0001-*)

(0001-04) Temporary Wages (\$30,000)

Summer Laborer Positions

(0001-06) Premium Pay (\$35,000)

Parks Maintenance has 12.75 positions that are allocated in the Trexler fund. Funds from premium pay are used to accomplish the following tasks: trash collection, snow removal for Streets (public right of way, plowing and sidewalk clearing), snow removal in parks (trails and parking lots), restroom cleaning, annual flower watering in the downtown district, special events, tree emergencies, pool and spray park maintenance, and litter collection.

Additional funds are being requested for 2023 due to an overall increase of overtime costs. Park usage has increased exponentially since Covid-19. This increase in park usage has created a need for

more maintenance to be conducted outside of normal operating hours. Parks Maintenance has increased trash collection, litter collection and restroom maintenance in order to keep up with increased volume of usage.

Parks Maintenance is budgeting \$35,000 for 2023 based on the actuals from 2021.

(0001-11) Shift Differential (\$1,500)

(0001-30) Rentals (\$30,333)

Portable toilets are required at several park locations due to a lack of onsite restrooms or placed in heavily used areas of the park system. The provider was selected through the process of a competitive bid by the City's Purchasing Department. Seven locations have been identified as requiring portable toilets and the projected cost for 2023 is \$7,200.

\$22,133.16 is budgeted for the annual lease payment for the Toro equipment. This is payment 4 of a 5-year lease agreement. The equipment that was purchased is used for daily maintenance and is vital in maintaining the park system.

During the course of the year, it becomes necessary for Parks Maintenance to rent equipment to complete tasks. \$1,000 has been budgeted for 2023 for this purpose. Parks Maintenance completes several projects annually to improve the quality of the parks for the public. The equipment rented helps to complete these projects in a timely and safe manner. An example of the type of equipment rented is a boom lift to help with light installations in the parks.

(0001-32) Publications & Memberships (\$775)

The Parks Maintenance Bureau maintains several memberships for its employees. \$400 is required annually for PA Recreation & Park Society memberships. In addition, several employees also have memberships for the National Park and Recreation Association at a cost of \$375. The memberships allow the Department to receive discounts on conferences and trainings.

(0001-34) Training and Professional Development (\$12,000)

Parks Maintenance employees are required to obtain continuing education credits for their various certifications. These trainings and certifications are integral to maintaining maintenance standards and having an educated and knowledgeable workforce maintaining the City's Park system. Training opportunities vary from year to year based on availability.

The 5 certified arborists attend the Tree Care Industry Association Conference. Estimated cost to attend this conference is \$3,000 for the five arborists. Attending this conference helps the arborists obtain credits towards maintain their certifications.

Parks Maintenance sends several employees to various trainings for turf maintenance, invasive weed, certified playground safety, etc. These trainings are offered through the Penn State extension and other vendors who are certified to provide these trainings. These trainings contribute to a knowledgeable staff and assist in providing proper maintenance throughout the City's Park system. \$3,000 has been budgeted to attend the PA Recreation and Parks Society annual conference. This conference also allows employees to attend trainings and network with other park professionals. Attending this conference helps staff obtain credits and certifications needed for their positions to help create and improve a better park system.

Parks and Recreation personnel also attend the National Recreation and Park Association Conference. Much like the PA Recreation and Parks Society annual conference, it provides another opportunity for employees to attend trainings and network with other park professionals. Attending this conference helps staff obtain credits and certifications needed for their positions to help create and improve a better park system.

(0001-42) Repairs and Maintenance (\$4,500)

During the year, unexpected repairs occur. Included in these repairs are fleet repairs that are beneath the \$500 threshold set by Risk Management. These types of repairs can include, tires, minor vehicle damage, etc. These repairs are done by the contracted fleet management service as needed.

Anticipated 2023 cost is \$2,000.

In addition to fleet repairs, it becomes necessary to have outside contractor's repair damages to fences, guardrails, etc. Anticipated 2023 expenditures is \$2,500.

(0001-46) Other Contract Services (\$1,200)

The Department of Parks and Recreation utilizes an alarm system at the Fish Hatchery to ensure aerators and other related equipment stay operational to ensure the health and well-being of the fish. The Department uses Altronics to monitor and report to on-call staff if any alarms are initiated and staff can respond and ensure the Hatchery is functioning as required. Total cost for these services is \$1,200.

(0001-54) Repairs and Maintenance Supplies (\$60,000)

The repair and maintenance supplies expenditure account is used by Parks Maintenance to purchase tools, supplies and materials needed to assist in the day-to-day operations and preventative maintenance of the parks system. Overall needs and amounts fluctuate due to demand, availability and market volatility. In addition to the anticipated costs, consideration is also given to emergency needs and repairs that unexpectedly occur during the year.

Parks Maintenance does not anticipate any increase in expenditures in 2023 and the total overall expenditure account will remain at \$60,000.

(0001-66) Chemicals (\$15,000)

The chemicals expenditure account is used to purchase various chemicals for multiple maintenance needs. The Department plans to purchase turf and landscape maintenance, fungicides, insecticide invasive plant control, noxious weed control and fertilizers for maintenance through the park system.

(0001-68) Operating Materials and Supplies (\$45,000)

Landscape bed mulch and certified playground mulch is competitively bid annually by the Purchasing Dept. Landscape mulch is used all City right of way beds. Parks Maintenance uses approximately 600 cubic yards of landscape mulch. Approximately 500 cubic yards of certified playground mulch is used at the multiple playgrounds located throughout the park system.

Also included in the landscaping materials line item is topsoil, seed, E & S controls, potting soil, infield mix, and hydro-mulch. All these materials are used at various locations throughout the parks. Various types of trees, shrubs and perennials are purchased and planted throughout the year to replace invasive plants with native plant and trees to improve the park system.

Small equipment that does not meet the definition set in the standard accounts section of the budget determined by the Controller. Items such as chainsaws, blowers, trimmers, and mowers are purchased using this account.

Rain gear for the 48 employees of Parks Maintenance is purchased utilizing this account. Also, safety gear for the electrician and arborists are purchased with these funds. Items such as gloves, electrician boots, boots for arborists, helmets, etc.

(0001-72) Equipment (\$21,500)

Equipment items purchased utilizing this account are used for day-to-day maintenance in the parks. The small equipment purchased using this account meet the threshold established by the City Controller (chainsaws, blowers, string trimmers, etc.) Items purchased vary depending on the maintenance needs for the year. Anticipated cost is \$1,500.

In addition to small equipment, the Department plans on purchasing more in the ground trash cans to be installed at several more park locations for a total cost of \$20,000.

(0001-84) Capital Fund Contribution (\$600,000)

Springwood Trust Program Expenses (006-08-6761-0002-*)

(0002-46) Other Contract Services (\$18,000)

\$18,000 has been budgeted for Other Contract Services to continue repairing stone and masonry repairs throughout Trexler Park. This continues the ongoing maintenance plan to restore stone and masonry walls and features in Trexler Park.

(0002-54) Repair and Maintenance Supplies (\$2,000)

The repair and maintenance supplies expenditure account is used by Parks Maintenance to purchase tools, supplies and materials needed to assist in the day to day operations and preventative maintenance in Trexler Park. \$2,000 was budgeted for these needs.

(0002-68) Operating Materials and Supplies (\$2,000)

\$2,000 was budgeted for 2023 for various landscaping materials specifically for Trexler Park. These items include trees, mulch, flowers, shrubs, etc. This figure is based on expenditures from previous years.

American Rescue Plan Act (ARPA) Fund Narrative (019)

Among other things, the American Rescue Plan Act (ARPA) of March 11, 2021, P.L. 17-2, made an appropriation for the Coronavirus State and Local Fiscal Recovery Funds (SLFRF), Section 9901. Codified at 42 U.S.C. § 803, the Act specifically allocates \$130,200,000,000 to Metropolitan Cities, Non-Entitlement Units of local government, and counties. \$65,100,000,000 was allocated to

counties. \$19,530,000,000 was allocated to non-entitlement units of local government. \$45,570,000,000 was allocated to metropolitan cities.

The City of Allentown is a metropolitan city. The City received \$57,132,604 in SLFRF Funds. The first tranche was received on June 1, 2021, in the amount of \$28,566,302. The second was received on June 6, 2022, in the same amount. The ARPA fund is a special purpose fund (019) within the City's general ledger, designed to receive and isolate ARPA funds in order to preserve a better audit trail.

By Ordinance #15764, effective 11/19/2021, Allentown City Council allocated \$17,140,000 of the funds to the capital account, and for revenue replacement for public safety services. In these instances, cash was moved from the ARPA fund to pooled cash. Council also allocated \$400,000 in expenditures to the EMS program under the ARPA fund, account # 019-05-0605-0003-72. Later, with Ordinance# 15786, effective 2/15/2022, that amount was amended to \$446,000. The intention of this allocation was to create purchase orders for two new ambulances. This amount is an encumbrance on the fund until the ambulances are paid for.

There is currently \$34,848,856 in unencumbered cash in the ARPA fund. The administration has decided to invest the funds in marketable securities, with maturities laddered to both maximize yield and meet our cash flow needs. The details of the investment are as follows:

Cash Balance		\$35,294,856									
Encumbrance		\$ (446,000)									
Total Available		\$34,848,856									
Keep Liquid		\$ 6,000,000									
Invest		\$28,848,856									
90 Day		\$ (1,848,856)									
120 Day		\$ (3,000,000)									
180 + Days		\$24,000,000									
Ladder										Cash Available	Start Balance
Cash Investment	365	Multiplier	Invest Date	Ann. Rate	Ann. Yield	Act. Yield	Mature Date	Act. % Yld.	8/31/2022	\$ 6,000,000	
\$ 1,848,856	90	0.246575342	8/1/2022	2.76%	\$ 51,028	\$ 12,582	11/1/2022	0.68%	9/30/2022	\$ 6,000,000	
\$ 3,000,000	120	0.328767123	8/1/2022	2.98%	\$ 89,400	\$ 29,392	12/1/2022	0.98%	11/30/2022	\$ 7,861,438	
\$ -	150	0.410958904	8/1/2022	3.08%	\$ -	\$ -	-	-	12/31/2022	\$10,890,830	
\$ 8,000,000	180	0.493150685	8/1/2022	3.33%	\$ 266,400	\$ 131,375	2/1/2023	1.64%	1/31/2023	\$10,890,830	
\$ 8,000,000	210	0.575342466	8/1/2022	3.38%	\$ 270,400	\$ 155,573	3/1/2023	1.94%	2/28/2023	\$19,022,205	
\$ 8,000,000	240	0.657534247	8/1/2022	3.48%	\$ 278,400	\$ 183,058	4/1/2023	2.29%	3/31/2023	\$27,177,778	
\$ 28,848,856					\$ 955,628	\$ 511,980		1.77%	4/30/2023	\$35,360,836	

American Rescue Plan Expenses (019-01-0609)

While we expect expenditures to be allocated to this fund either later in 2022 or in 2023, we have no schedule of such desired expenditures that would be authorized by City Council at this time.

The administration chooses to budget for the following:

(0001-88) Interfund Transfers \$5,000,000

The only cash requests that are being budgeted in the 2023 budget is \$3,000,000 for revenue replacement to be deposited into the General Fund, account 000-2660 (Transfer-In). This revenue will be devoted to covering the increased cost in public safety services, such as Police, Fire, and EMS.

Lease/Administrative Order Fund (080)

The Administrative Order Fund provides the funds for project costs that are undertaken by the Concessionaire to remediate the violations cited in the EPA Administrative Orders. Lehigh County Authority collects fees from water and sewer system ratepayers to pay debt service toward a note that funds these projects.

Lease/A.O. Fund Expenses (080-02-8000-0001-*)

(44) Legal Services (\$1,780)

Legal Service Expenditure

(88) Interfund Transfers (\$820,000)

Risk Fund (081)

Risk Management Bureau Narrative (081-02-8001)

The Risk Management Bureau serves the entire organization by ensuring compliance with statutory mandates and protecting the city's assets. The Risk Management Bureau assesses risk to control liability and loss exposures; processes and manages employee injury, automobile, and general liability claims; partners and coordinates with the City Solicitors office on legal fees and settlements; manages the liability and subrogation program; and monitors and analyzes budgeted funds for the active and retired employee population.

The Property and Auto Liability, Subrogation and City Insurance Program (001). The city has been granted self-insured status since July 1979. This program manages tort and other claims filed against the city, manages subrogation claims pursued against other responsible third parties, strives to anticipate, and reduce potential claims, reviews and administers insurance provisions in city contracts and agreements. This program serves as the city resource for all departments concerning claim

liability exposure, insurance coverages, and insurance provisions in contracts. Excess insurance coverage is held for cyber security, sexual harassment/molestation (SAM), leased and high-value assets, law enforcement liability, public officials' liability, employment practices liability, and crime bond insurance. This program is also responsible for the implementation and management of the Commercial Driver's License (CDL) drug and alcohol testing program.

The Workers' Compensation Program (002). The city has been self-insured this risk fund since January 1978. The city provides specialized workers compensation services to employees city-wide, including monitoring and administering claims effectively while maintaining cost control measures and developing cost reduction strategies. The department works closely with the injured workers and the third-party administrator to ensure our employees are provided top-quality medical care so they can be returned to their normal duties. Risk partners with all city departments to identify and review trends, with the goal of thereby monitoring injuries, limiting future incidents/accidents, and identifying areas where safety improvements are required. This program also maintains the Workers' Compensation Trust as required by the State of Pennsylvania for being self-insured.

The Employee Health Benefits Program (003). This program centralizes the payment of healthcare costs for our active and retired employees. These include full-time employees and their eligible family members, as well as eligible retirees under the age of sixty-five (65). This program the funding and administration for all city employees related healthcare, disability, and life insurance benefit programs. Healthcare coverages include medical, dental, vision, pharmacy, telemedicine, employer provided life insurance, SEIU medical benefit contributions, Stop Loss Insurance, and COBRA continued coverage.

Based on the above, the Risk Management's 2023 performance objectives are, **ranked in order:**

1. Look for ways to continue reduction in claims liability
2. Work to revise and update Risk Management Policies.
3. Implement requirement for CDL holder Medical Examiner's Certificate (DOT Physical Card).

Some methods Risk Management might take to achieve this:

1. In budget year 2022 Risk Management removed the part-time Budget Analyst position that saved the fund \$30,000/yr. from year 2022 onwards. The duties of the Budget Analyst were

absorbed by the Claims Coordinator with intention to increase this misclassified position. Additionally, duties previously performed by the HR Benefits Manager (Retiree invoicing, auditing, benefits invoices monitoring and payment) were migrated to Risk Management and assigned to the Claims Coordinator.

2. Continue to oversee TPA and various unbundled managed care program service providers, with the goal of achieving cost savings and increased customer service and responsiveness to the needs of injured employees. Hold quarterly workers' compensation claim review meetings with our TPA. Evaluate the City's self-insurance and commercial insurance programs for effectiveness at protecting assets and conformance with practices of other municipalities of similar size and risk factors.
3. Implement a senior advisory team charged with the development of a comprehensive Risk Management policy that will be used to address and mitigate liability and safety concerns in all city owned locations. Review, revise, and update all city Risk Management AIMs.
4. The most important safety feature of the federal commercial motor vehicle (CMV) drivers' program is the operator/driver. The driver is responsible for their own safety as well as the safety of all other people on the road. The physical examination/medical card confirms that the driver of the CMV is healthy enough to perform the job and keep our city roads safe. The DOT physical examination is valid for 24 months but can be issued for fewer than 24 months at the medical examiners' direction.

PennDOT's regulations at 67 Pa. Code 231.8(6) exempts regularly employed drivers of state and local governments and agencies of state and local governments from the federal regulation at 49 CFR 391.41 requiring possession of a current medical card as a condition of operating a commercial motor vehicle while operating within the state boundaries. Although the city is exempt from the DOT requirement for biannual medical examinations, we want our employees and citizens to be safe when on our roadways and exploring the implementation of a city medical examination for our drivers makes sense,

Risk Expenses, Program 1 Property and Casualty (081-02-8001-0001-*)

(0001-26) Printing (\$300)

(0001-30) Rentals (\$1,500)

- *Safety, Health & Wellness Day Location* – Safety, Health & Wellness day is an opportunity for employees to take a break from the normal duties and learn valuable information about safety, health, and wellness. The day aims to highlight the importance of following safety regulations and measures to avoid workplace mishaps.

(0001-32) Publications and Memberships (\$1,000)

- *Public Risk Management Association (PRIMA) Membership* - Each membership has a yearly fee of \$475 (2).

(0001-34) Training and Professional Development (\$8,000)

- *PRIMA Conference* – 4-7 June 2023: Long Beach, CA- brings together leaders in the public risk management field who will share their experience and solutions to some of risk management’s toughest problems.
 - o Lodging, meals, incidentals, and expenditures. \$5,000 (2)
- *Tyler Connect* – 7-10 May 2022: San Antonio, TX – The city utilizes the Tyler Technologies human capital and financial management software Eden. Tyler Connect is the annual user conference and is an opportunity to interact with other clients and Tyler staff.
 - o Lodging, meals, incidentals, and expenditures. \$3,000 (1)

(0001-36) Insurance- Property and Casualty (\$902,100)

- Law Enforcement Liability (QBE) -- \$295,000.00
 - o Law enforcement liability insurance provides coverage for bodily injury, personal injury or property damage caused by a wrongful act committed by or on behalf of a public entity while conducting law enforcement activities or operations.
 - o Policy Period: 01 Jun – 31 May
 - o 2022 Premium: \$265,765
 - o Limit of Liability: \$5,000,000/\$5,000,000 aggregate.
 - o Deductible: \$250,000
 - o Methodology on 2023 Premium Calculation: +11% - Premium is calculated by the insurance company using factors such as population served, number of police

officers, historical claims data, and other risk factors. 2023 premium is based on industry trends and historical premium increases and consultation with broker regarding possible market increases.

- Commercial Property Insurance (CNA) -- \$149,000.00
 - Commercial property insurance protects the city's physical assets from fire, explosions, burst pipes, storms, theft and vandalism. Earthquakes and floods typically are not covered by commercial property insurance unless those perils are added to the policy.
 - Policy Period: 01 Jun – 31 May
 - 2022 Premium: \$134,530
 - Limit of Liability: \$ 125,006,673* (individual policy limits apply based on claim)
 - Deductible: \$50,000
 - Methodology on 2023 Premium Calculation: +10% - Premium is calculated by the insurance company using factors such as property value, historical claims data, and other risk factors. 2023 premium is based on industry trends and historical premium increases and consultation with broker regarding possible market increases.
- Public Officials/EPL Liability (Greenwich) -- \$115,000.00
 - The liability exposure faced by a public official from "wrongful acts," usually defined under public officials' liability insurance policies as actual or alleged errors, omissions, misstatements, negligence, or breach of duty in his or her capacity as a public official or employee of the public entity.
 - Policy Period: 01 Jun – 31 May
 - 2022 Premium: \$107,940
 - Limit of Liability: \$5,000,000 (shared limit of liability)
 - Deductible: \$50,000
 - Methodology on 2023 Premium Calculation: +6.5%. Premium is calculated by the insurance company using factors such as employee headcount, historical claims data, and other risk factors. 2023 premium is based on industry trends and historical premium increases and consultation with broker regarding possible market increases.
- Sexual Abuse/Child Molestation -- \$77,000.00

- Provides the city protection against sexual misconduct and molestation claims.
- Policy Period: 01 Jun – 31 May
- 2022 Premium: \$0
- Limit of Liability: \$1,000,000/\$1,000,000 aggregate
- Retention amount: \$100,000 (amount of risk city assumes)
- Deductible: \$75,000
- Methodology on 2023 Premium Calculation: new insurance - Premium is calculated by the insurance company using factors such as employee headcount, employees' exposure to children, historical claims data, and other risk factors. 2023 premium is based on industry trends and historical premium increases and consultation with broker regarding possible market increases.

Auto Physical Damage Policy (Seneca) -- \$65,000.00

- Insurance coverage that insures against damage to the insured's own vehicle. Coverage is provided for perils such as collision, vandalism, fire, and theft.
- Policy Period: 01 Jun – 31 May
- 2022 Premium: \$62,355
- Limit of Liability: \$2,000,000
- Deductible: \$10,000
- Methodology on 2023 Premium Calculation: new insurance – +4%. Premium is calculated by the insurance company using factors such as number of insurable vehicles and equipment, historical claims data, and other risk factors. 2023 premium is based on industry trends and historical premium increases and consultation with broker regarding possible market increases.

Cyber Attack Insurance (CHUBB) -- \$85,000.00

- Insurance product intended to protect businesses, and individuals providing services for such businesses, from Internet-based risks, and more generally from risks relating to information technology infrastructure, information privacy, information governance liability, and activities related thereto. Risks of this nature are typically excluded from traditional commercial general liability policies or at least are not specifically defined in traditional insurance products.
- Policy Period: 01 Jun – 31 May

- 2022 Premium: \$80,127.00
- Limit of Liability: \$1,000,000
- Deductible: \$50,000
- Methodology on 2023 Premium Calculation: new insurance – +6.1%. Premium is calculated by the insurance company using factors such as city technology, mitigation and network security controls in place, historical claims data, and other risk factors. 2023 premium is based on industry trends and historical premium increases and consultation with broker regarding possible market increases.

Excess Cyber Liability (Indian Harbor) -- \$49,500.00

- ** Additional insurance policy to increase city coverage. Insurance product intended to protect businesses, and individuals providing services for such businesses, from Internet-based risks, and more generally from risks relating to information technology infrastructure, information privacy, information governance liability, and activities related thereto. Risks of this nature are typically excluded from traditional commercial general liability policies or at least are not specifically defined in traditional insurance products.
- Policy Period: 01 Jun – 31 May
- 2022 Premium: \$0, City was denied excess coverage for 2022. This is a current trend in the Cyber Security Insurance industry and not unique to the City of Allentown. The Chief Information Officer, IT Staff, and Administration have implemented a myriad of recommendations provided by the underwriters to increase our insurability.
- Limit of Liability: \$1,000,000
- Deductible: \$50,000
- Methodology on 2023 Premium Calculation: new insurance – +6.1%. Premium is calculated by the insurance company using factors such as city technology, mitigation and network security controls in place, historical claims data, and other risk factors. 2023 premium is based on industry trends and historical premium increases and consultation with broker regarding possible market increases.

Marine Inland (Nationwide) -- \$42,000.00

- Cover products, materials, and equipment while they are transported on land. This coverage is meant to help protect business property that is movable or used for transportation or communication purposes.
- Policy Period: 01 Jun – 31 May
- 2022 Premium: \$42,000
- Limit of Liability: Varies depending on equipment loss: \$6,912,749 Fire Apparatus; \$3,573,819 Leased Equipment; \$3,500,000 Radio Equipment; \$1,277,416 Owned Equipment
- Deductible: Varies depending on the equipment loss: \$10,000 Fire Apparatus; \$1,000 Leased Equipment; \$1,000 Radio Equipment; \$1,000 Owned Equipment
- Methodology on 2023 Premium Calculation: – NC%. Premium is calculated by the insurance company using factors such as property value and quantity, historical claims data, and other risk factors. 2023 premium is based on industry trends and historical premium increases and consultation with broker regarding possible market increases.

Govt Crime Policy-Bond (Travelers) -- \$18,000.00

- This insurance contract provides coverage against loss of or damage to money, securities, or other property resulting from employee theft, robbery or safe burglary inside the premises, theft or robbery outside the premises, computer fraud, funds transfer fraud, or money orders or counterfeit money.
- Policy Period: 01 Jun – 31 May
- 2022 Premium: \$16,500
- Limit of Liability: \$1,000,000
- Deductible: \$10,000
- Methodology on 2023 Premium Calculation: +9.1%. Premium is calculated by the insurance company using factors such as employee headcount, historical claims data, and other risk factors. 2023 premium is based on industry trends and historical premium increases and consultation with broker regarding possible market increases.

Controller Public Officials Bond (Travelers) -- \$2,200.00

Director of Finance Public Officials Bond (Travelers) -- \$2,200.00

Treasury Manager Public Officials Bond (Travelers) -- \$2,200.00

- Financial guarantee against loss that the official duties of an office will be faithfully performed according to the law during a specific term of a specified office.
- Required by § 5-4, Bond and insurance coverage and amounts. [Amended 11-6-1985 by Ord. No. 12675]

(0001-42) Repairs and Maintenance (\$13,000)

- AED Management (2yr contract; renews 2023): \$13,000 – In collaboration with EMS, Risk Management manages the city AED service contract. This is a two-year contract that renews in 2023.
 - 13 AED devices serviced quarterly, \$860.00/yr. each device

(0001-44) Legal Services (\$700,00)

Legal services budgeted and managed by the Solicitor's office

(0001-46) Other Contract Services (\$240,000)

- Wearable Employee Safety Device – A device that employees wear that will allow quick location of a worker that may be in distress. This device is a GPS enabled product that sends location data of city employees to a central monitoring center. Distress alerts can also be configured to make auto-telephone dialer notifications to supervisors, risk management, and email and SMS text messages identifying workers in distress.
 - Maintenance and Connection Fees: \$85,000.00
- Automobile Adjuster/Claims Monitoring Third Party Administrator (TPA)
 - Administrator Fee: \$55,000.00
- Risk Management Software – Web-based incident reporting that provides real-time and efficient recording, tracking and analysis of trending safety data.
 - Annual Subscription: \$27,000.00 (guaranteed for 3 years; 2022-2025)
- Insurance Broker
 - Broker Fee for Insurance and Auto Services: \$30,000.00
- Hazmat Cleanup Contract (renewed in 2022) - 24-hour chemical clean-up and hauling services to assist the City in collecting and removing chemicals from City-owned properties,

streets, sewers and waterways, City facilities and in emergencies, private property. The City of Allentown is responsible for emergency response and containment of chemical releases in the community. In *some* situations' the City of Allentown will require assistance from a contractor to clean up the site and remove hazardous waste.

- Historical Cost: **2018** - \$17,027; **2019** - \$11,475; **2020** – \$19,343; **2021** – \$16,915; **2022** – \$15,429
- \$20,000.00
- IH Testing Program - Analyze, identify, and measure workplace hazards or stresses that can cause sickness, impaired health, or significant discomfort in workers through chemical, physical, ergonomic, or biological exposures.
 - Air quality, mold, asbestos– 15 City Properties tested on an industry standard timeline **or** as an increased exposure risk occurs - \$9,0000.00,
 - Exposure Control Management – (minimize risk of exposure to BBPs) -- \$10,000.00
- City Hall Safety Mats Servicing -- \$3,000.00

Total: \$240,000.00

(0001-50) Other Services and Charges (\$15,000)

- Risk manages, administers, and monitors the DOT mandated random DOT drug testing for CDL holders. Random DOT testing occurs quarterly each year with the goal to test a minimum of ten percent (10%) of all city CDL holders. In addition, we coordinate and follow post-accident, and reasonable suspicion drug and alcohol testing.

(0001-54) Repairs and Maintenance (\$500)

- Repairs and maintenance payable to Building Maintenance.
 - \$500.00

(0001-68) Operating Materials and Supplies (\$55,000)

- Ongoing COVID Response Supplies – PPE, Sanitizers, Masks. - \$20,000.00
- Safety Equipment – Anti-fatigue floormats, adjustments to workstations, goggles. \$15,000,00
- Safety Day – Items for Safety Day (\$15,000.00)
- Training Materials – Training items (CPR, Active Shooter Publications) - \$2,000.00

- First Aid Kits – City facility first aid kit refill/inventory replacement (Risk Manages internally) - \$3,000.00

(0001-72) Equipment (\$20,000)

Safety and Risk Equipment - Ergo Chairs, EMS snow chains, Disinfectant Lamps, etc.

(0001-80) Self-Insured Losses (\$200,000)

- Internal Property Losses due to Third-Party

(0001-81) Property Losses (\$250,000)

- Internal Property Losses due to Internal Liabilities of Natural Causes

(0001-85) Auto Losses (\$385,000)

- Motorized Equipment Repair – Repair to damages to City Fleet. The City of Allentown operates and maintains an inventory of 615+ vehicles and equipment.

(0001-86) General City Charges (\$222,171)

(0001-87) Professional Losses (\$1,600,000)

- Lawsuit Settlements without Excess Insurance Coverage – Budgeted and managed by the Solicitors office

Risk Expenses, Program 2 Worker's Compensation Expenses (081-02-8001-0002-*)

(00002-32) Publications and Membership (\$2,500)

- National Security Council (NSC) Publications - \$50.00
- American Society of Safety Professionals (ASSP) \$560.00 (\$180*2)
- Safety and Health Publications – \$250.00
- National Institute for Occupational Health & Safety (NIOSH) Publications - \$200.00
- International Organization for Standardization (ISO) - \$120.00
- American Industrial Hygiene Association (AIHA) -\$525.00/yr.

(0002-34) Training and Professional Development (\$5,000)

- Occupational Hygiene & Safety Technician Certification (OHST)
 - o Exam: \$1,440.00 *2 = \$2,880.00
 - o Training Materials: \$550.00*2 = \$1,100.00
- Ins, Risk, Safety and WC – Any additional training not captured above = \$1,020.00

(0002-36) Insurance- Property and Casualty (\$160,000)

- Excess WC Policy (Midwest Casualty) -- \$140,000.00
- PA State DoL WC Administration Fund Fee – Required by PA Law to maintain Self-Insurance Status
- PA Sate WC Self-Insurance Fee (Renewal) – Required by PA Law to maintain Self-Insurance Status

(0002-38) Insurance- Other Employee (\$25,000)

- PA Self Insurance Guaranty Fund – **Purpose:** To make payments to any eligible claimant or dependent upon the default of the self-insurer liable to pay compensation or associated costs due under the Pennsylvania Workers' Compensation Act and the Pennsylvania Occupational Disease Act as amended in 1993.
 - o Yearly Fee: \$14,000.00
- PA State Superseadeas Fund - **Purpose:** To provide relief to employers/ insurers for payments made during litigation of claims contesting whether compensation is payable. When an employer/insurer files a petition for termination, modification, or suspension of benefits, a supersedeas hearing can also be requested. At this hearing, the workers' compensation judge can deny the request or grant a temporary order of partial or total suspension of benefits. If the request is denied, but the final decision of the judge is that compensation was not payable, the employer/insurer may apply to be reimbursed from the Superseadeas Fund for "overpayments" made following the initial denial.
 - o Yearly Fee: \$6,000.00
- PA Subsequent Injury Fund - **Purpose:** Provide compensation to workers who experience certain losses (for example: arm, hand, leg, foot, eye) subsequent to a prior loss.
 - o Yearly Fee: \$5,000.00

(0002-46) Other Contract Services (\$65,000)

- Workers' Compensation Claim Handling Charge (TPA)
 - o \$42,000.00
- Workers' Compensation Broker Fee
 - o \$23,000.00

(0002-72) Equipment (\$10,000)

Safety Item Purchases – WC Related

(0002-80) Self-Insured Losses- Worker's Comp (\$675,000)

Medical and Indemnity for Workers' Compensation Claims

Risk Expenses, Program 3 Employee Health Benefits (081-02-8001-0003-*)

(0003-37) Insurance- Dental, Life, Drug (\$23,560,000)

Medical Claims/Admin Fees (excluding SEIU)

SEIU Medical Contribution Payments

Pharmacy/Prescription Plan Payments

Stop Loss Insurance

Dental Claims/Admin Fees/COBRA Payments

Life Insurance Payments

Vision Plan Payments

ACA Management and Reporting Svcs/Open Enrollment Portal

Telemedicine Payments

FSA Administration Fees

COBRA Notices

REFERENCES

1. [Medical cost trend: Behind the numbers 2022: PwC](https://www.pwc.com/us/en/industries/health-industries/library/behind-the-numbers.html)
<https://www.pwc.com/us/en/industries/health-industries/library/behind-the-numbers.html>

Debt Service Fund & Debt Limits Narrative (082)

The City issues debt to pay for long term capital assets and capital construction projects. The City typically pledges its full faith, credit, and taxing power to the repayment of General Obligation, or “GO” Notes and Bonds. The City has also issued debt backed by specific revenues such as water & sewer fees and revenues. The debt service for these obligations are paid by users of the financed assets

and are typically not an obligation of the taxpayer, unless specifically guaranteed by the GO pledge of the City. The amount, security for and terms of the City's debt are constrained by the Commonwealth's Local Government Unit Debt Act as discussed below.

The City issues debt to fund multi-year capital plans as well as to refund existing debt at lower rates. These debt issues may be tax-exempt or taxable, depending on the use of the debt proceeds. The ability to issue tax-exempt debt, which is typically less costly than taxable debt, is constrained by the Federal Tax Code.

Debt Statement

Table 1 shows the outstanding debt of the City as of December 31, 2022, assuming no issuance of additional debt in 2022.

Table 1
CITY OF ALLENTOWN
STATEMENT OF INDEBTEDNESS
(As of December 31, 2022)

NONELECTORAL DEBT	
	Gross
Tax-Exempt Obligations	Outstanding
General Obligation Notes, Series of 2020	\$14,945,000
General Obligation Bonds, Series of 2017	2,950,000
General Obligation Bonds, Series B of 2015	6,840,000
General Obligation Bonds, Series A of 2015	13,040,000
Subtotal Tax-Exempt Obligations	\$37,775,000
Taxable Obligations	
General Obligation Refunding Bonds, Series of 2019	\$10,570,000

General Obligation Bonds, Series B of 2018	5,855,000
General Obligation Notes, Series A of 2007 (Compound Accreted Value of Zero-Coupon Notes)	35,796,263
Subtotal Taxable Obligations	<u>\$52,221,263</u>
TOTAL NONELECTORAL DEBT	<u>\$89,996,263</u>
LEASE RENTAL DEBT	
Special Revenue Note, Series of 2020 ⁽¹⁾	\$6,185,000
TOTAL LEASE RENTAL DEBT	\$6,185,000
TOTAL DIRECT DEBT	<u>\$96,181,263</u>
OVERLAPPING DEBT	
Lehigh County ⁽²⁾	\$22,621,225
Allentown City School District ⁽³⁾	<u>\$194,080,226</u>
Total Overlapping Debt	<u>\$216,701,451</u>
TOTAL DIRECT AND OVERLAPPING DEBT	<u><u>\$312,885,714</u></u>

Debt Ratios	Direct (4)	Overlapping (4)
Per Capita (2020)	\$715	\$2,437
Percent 2021 Market Value	1.22%	4.16%
Percent 2021 Assessed Value	1.68%	5.73%

⁽¹⁾ Self Liquidating Debt paid by utility customers.

⁽²⁾ Approximate pro rata share (17.22%) of outstanding non-electoral general obligation debt in the estimated principal amount of \$131,366,004 outstanding as of December 31, 2021, based upon the total 2021 assessed value of the municipalities within Lehigh County.

⁽³⁾ As of July 1, 2021. Excludes authorized but unissued debt of the School District.

⁽⁴⁾ Excludes Self-Liquidating Debt

Source: City. Department of Community and Economic Development

Types of Indebtedness under the Debt Act

The Debt Act establishes three forms of debt for a local government unit: (i) electoral debt (debt incurred with the approval of the electors for which there is no limitation on the amount that may be so incurred), (ii) nonelectoral debt (debt of a local government unit not being electoral or lease rental debt for which the limitation on all such net debt which may be incurred is 250% of the “Borrowing Base” for the City), and (iii) lease rental debt (the principal amount of municipal authority debt or debt of another local government unit to be repaid by the local government unit pursuant to a lease, subsidy contract guarantee or other form of agreement where such debt is or may be payable out of the tax revenues and other general revenues; the limitation on all such net debt which may be incurred, including any net nonelectoral debt incurred, is 350% of the “Borrowing Base” for the City). Any debt which is approved by the DCED as subsidized or self-liquidating may be deducted or excluded from the determination of any such debt incurred in determining the net debt of the local governmental unit to which such limitations are applicable. Certain other deductions are allowed in determining net debt.

Debt Limit and Remaining Borrowing Capacity

The statutory borrowing limit of the City under the Debt Act is computed as a percentage of the City’s “Borrowing Base”. The “Borrowing Base” is defined as the arithmetic average of the “Total Revenues” (as defined by the Debt Act), of the City during the three full fiscal years ended next preceding the date of incurring debt. The City calculates its present borrowing base and borrowing capacity as follows:

Total Revenues for 2019	\$126,492,996
Total Revenues for 2020	108,875,992

Total Revenues for 2021 (Budget)	110,992,000
<i>Total</i>	<u>\$346,360,98</u>
	8
	<u><u> </u></u>

Annual Arithmetic Average (Borrowing Base)	\$115,453,66
	2

Under the Debt Act as presently in effect, (i) new nonelectoral debt may not be incurred if the net amount of such new nonelectoral debt plus all outstanding net nonelectoral debt would cause total net nonelectoral debt to exceed 250% of the Borrowing Base and (ii) new lease rental debt or new nonelectoral debt may not be incurred if the net amount of such new debt plus all outstanding net nonelectoral debt and net lease rental debt would cause the total net nonelectoral plus net lease rental debt to exceed 350% of the Borrowing Base. The application of the aforesaid percentages to the City's Borrowing Base produces the following products:

	Legal	Net Debt	Remaining
	<u>Limit</u>	<u>Outstanding</u>	<u>Borrowing</u>
			<u>Capacity</u>
<i>Net Nonelectoral Debt Limit:</i>			
250% of Borrowing Base	\$288,634,15		\$198,637,87
	6	\$89,996,283	3
<i>Net Nonelectoral and Lease Rental Debt Limit:</i>			
350% of Borrowing Base	\$404,087,81		\$307,906,55
	7	\$96,181,263	4

Ratings

The City's long term, general obligation bonds are rated A3 with a stable outlook by Moody's Investor's Service and A with a negative outlook by Standard & Poor's.

Future Debt Service Requirements

Table 2 presents the debt service requirements on the City's outstanding general obligation indebtedness assuming no new issuance through December 31, 2022. The City has never defaulted on the payment of debt service.

TABLE 2
CITY OF ALLENTOWN
DEBT SERVICE REQUIREMENTS

Period Ending	Taxable General Obligation Notes, Series A of 2007	General Obligation Bonds, Series B of 2015	General Obligation Bonds, Series of 2017	General Obligation Bonds, Series A of 2015	Taxable General Obligation Bonds, Series B of 2018	Taxable General Obligation Bonds, Series of 2019	General Obligation Note, Series of 2020	Total
12/31/2023	3,170,000	907,426	265,519	953,230	807,039	1,105,925	1,482,800	8,691,938
12/31/2024	3,160,000	904,426	266,363	969,480	805,644	1,108,831	1,487,400	8,702,143
12/31/2025	3,660,000	566,826	262,088	883,880	807,673	1,115,225	1,015,400	8,311,091
12/31/2026	3,655,000	566,376	262,588	891,505	802,802	1,114,738	1,010,800	8,303,808
12/31/2027	3,655,000	569,676	267,731	887,405	806,295	1,112,629	490,600	7,789,336
12/31/2028	3,660,000	567,020	262,369	892,405	802,851	1,113,437	490,400	7,788,481
12/31/2029	3,655,000	573,533	266,763	891,155	807,634	1,107,157	490,200	7,791,440
12/31/2030	3,660,000	569,395	260,613	894,418	805,133	1,108,994	490,000	7,788,552

12/31/2031	3,660,000	573,820	263,950	885,693	805,882	1,098,595	489,800	7,777,740
12/31/2032	4,660,000	567,545	266,963	896,618		1,141,756	489,600	8,022,481
12/31/2033	4,665,000	565,920	264,650	891,493		1,136,562	489,400	8,013,025
12/31/2034	4,660,000	573,035	276,600	890,105		1,139,457	489,200	8,028,397
12/31/2035	7,040,000	569,238	267,850	262,993			489,000	8,629,080
12/31/2036	7,040,000	564,893	269,100	267,808			488,800	8,630,600
12/31/2037				902,438			1,628,600	2,531,038
12/31/2038				903,573			1,622,800	2,526,373
12/31/2039				903,783			1,625,400	2,529,183
12/31/2040				903,068			1,626,000	2,529,068
12/31/2041				900,348			1,629,600	2,529,948
12/31/2042				901,665			1,626,000	2,527,665
12/31/2043				901,828			1,625,400	2,527,228
12/31/2044				905,835			1,622,600	2,528,435
12/31/2045				903,495			1,627,600	2,531,095
<hr/>								
	60,000,000	8,639,129	3,723,144	19,484,215	7,250,950	13,403,304	24,527,400	137,028,142
<hr/>								

Debt Service Expenses (082-02-8002-0001-*)

(82) Interest Expense (2,061,938)

(98) Debt Principal (6,630,000)

Equipment Fund (083)

Rolling Stock Program Narrative (083-02-8003-0001)

The Rolling Stock program funded through the General Fund, and managed within Public Works. This program provides for the monitoring and replacement of city owned equipment and vehicles.

The primary goal of this program is to maintain a fleet of safe and effective vehicles and equipment for city employees to operate for their assigned job duties. By monitoring age and operating hours, heavily worn or unsafe units are removed from service and replaced with new equipment including, but not limited to: sedans, pickups, medium to heavy dump trucks, firetrucks, ambulances, police vehicles, heavy construction equipment, ground maintenance equipment, snow removal equipment, etc.

Equipment Replacement Rolling Stock Expenses (083-02-8003-0001-*)

(0001-30) Rentals (\$865,507)

- Payments for existing vehicle leases for the various bureaus within the General Fund. Lease payments for Enterprise Fund equipment are budgeted within those respective funds as noted
- Payment for the Cedarapids Asphalt Paver is split between the Equipment, Liquid Fuels and Stormwater Funds.
 - Equipment Fund - \$40,000
 - Liquid Fuels & Stormwater funds- \$28,399.71/each

Fund	Account	Vehicle	Contract No.	Payment #	Estimated Cost
Equipment	083-02-8003-0001-30	Pierce Enforcer Pumper/Rescue Fire	C20-000003	4 of 5	\$ 295,394.00
		Aerialscope with Rescue Bucket	C20-000009	2 of 5	\$ 310,113.00
		Pumper	TBA	Downpayment	\$ 220,000.00
		Cedarapids Asphalt Paver *	C13-000029	2 of 5	\$ 40,000.00
Equipment Fund Lease Payments:					\$ 865,507.00
Fund	Account	Vehicle	Contract No.	Payment #	Estimated Cost
Solid Waste	085-03-8005-0001-30	Front end loader	TBA	Downpayment	\$ 100,700.00
		Roll off truck	TBA	Downpayment	\$ 52,000.00
		Day cap Tractor lease	TBA	Downpayment	\$ 50,789.21
Liquid Fuels	004-03-4741-0001-30	Cedarapids Asphalt Paver *	C13-000029	2 of 5	\$ 28,399.71
Stormwater	086-03-0815-0002-30	Vactor Combo Cleaner	C54-000021	3 of 5	\$ 98,806.91
		Cedarapids Asphalt Paver *	C13-000029	2 of 5	\$ 28,399.71
Enterprise Fund Lease Payments:					\$ 359,095.54

(0001-72) Equipment (\$2,116,295)

Purchases of replacement City vehicles for the various bureaus within the General Fund. Vehicle purchases for Enterprise Fund equipment are budgeted within those respective funds as noted

<u>Bureau</u>	<u>Vehicle</u>	<u>Estimated Cost</u>	<u>Dept.</u> <u>Priority</u>	<u>Note</u>
Streets	Single Axle	\$ 210,000.00	1	
	Fork Lift	\$ 30,000.00	2	
	F-350 w/ plow and spreader	\$ 59,850.00	3	
Bldg. Maint.	F-350 w/ plow and spreader	\$ 59,850.00	1	
EMS	Ambulance Retrofitting	\$ 251,000.00	1	Includes Stryker litter system
Police	(9) Marked Police Patrol SUVs	\$ 396,000.00	1	<i>\$44,000/ unit</i>
	Striping/cages/police cruiser outfit	\$ 82,000.00	annual	
	Prisoner transport van	\$ 61,950.00	2	
	Armored Vehicle	\$ 300,000.00	3	
	Pick up	\$ 50,295.00	4	
	Command SUV	\$ 44,000.00	5	
	Detective Sedan	\$ 18,500.00	6	
Fire	(2) Pick ups with up fitting F-250 / 2500H	\$ 150,000.00	1	<i>\$75,000/ unit</i>
Bldg. Standards	(2) Ford Escape @ \$26,500	\$ 53,000.00	1	<i>\$26,500/ unit</i>
Parks	E350 Utility	\$ 80,000.00	2	
	F-550 with vplow and spreader	\$ 59,850.00	3	
	Single Axle	\$ 210,000.00	4	
Equipment Fund Rollingstock Purchases:		\$ 2,116,295.00		
<u>Bureau</u>	<u>Vehicle</u>	<u>Estimated Cost</u>	<u>Dept.</u> <u>Priority</u>	<u>Note</u>
Solid Waste	Leaf Loader	\$ 138,000.00	1	085-03-8005-0003-72
Liquid Fuels	Backhoe	\$ 145,000.00	1	004-03-4741-0001-72
Rental Unit	(3) Ford Escape @ \$26,500	\$ 79,500.00	1	105-09-0903-0005-72
Stormwater	Regenerative Air Sweeper	\$ 300,000.00	1	086-03-0815-0002-72
Enterprise Fund Rollingstock Purchases:		\$ 662,500.00		

- ***Streets Department***

- **Single Axle Dump Truck** – Maintaining the departments 5-year equipment plan and keeping in line with the contract with King George, this unit will replace 7052 (2005 Sterling Actera) which has reached the end of it's operational useful life. Part availability is increasingly scarce and repair costs are consequentially increasing.

- **F350 with plow and spreader** – As part of the 5-year replacement plan and the contract with King George, unit 7011 (2008 Ford F-350) is at the end of its useful life and is developing severe rust and repair issues. Rust damage is accelerated by road salt through its use as a plow and salt vehicle. Cost for repair of rust exceed the depreciated value of the vehicle.
- **Forklift** – 7543 is beyond its service life and is requiring repairs on a more frequent basis and is due for replacement per the contract with King George. As this equipment is utilized by both the Streets department and the Garage Contractor, it is a vital unit for daily operations, especially during snow operations when installing and repairing snowplows and brine tanks. Has been experiencing engine issues causing the machine to shut down mid operation with boom and load in the air.
- ***Building Maintenance***
 - **F350 with plow and lift gate** – To replace unit 7203 (1996 F250) due to age and safety concerns related to brake system and needed engine repairs. Repair costs exceed the current value of the vehicle. Due for replacement per contract terms with King George
- ***EMS***
 - **Re-chassis Ambulance** - We have been struggling to keep all of our ambulances in service. We have increased our staffing and the number of ambulances running 24/7. The replacement plan of the ambulance is not something that can be delayed. The ambulance that will be replaced is (unit 5878) a 2014 with over 100k miles. It is currently utilized as reserve. Its replacement will be a front-line ambulance. Unit 5878
 - A type I ambulance is a box over chassis style of vehicle powered by a heavy-duty pickup truck chassis, either in Ford, Chevrolet, and Dodge configurations. These vehicles are heavy duty and can better withstand rigorous use, while providing a spacious, safe, and comfortable cab for our crews. Also, since most of the engine components are accessible from under the hood, repairs are less invasive, and use less labor. Given the nature of our business, quicker repairs are paramount to keeping our fleet healthy.

- A Type III ambulance is a box over chassis style of vehicle powered by a van-style cutaway Ford or Chevrolet vehicle. While functional, these are not heavy-duty vehicles and are subject to wear and tear from our prolonged, heavy commercial use. These vehicles have a cowling over the engine, which is inside the cab of the vehicle between the driver and passenger area. To do most engine or exhaust work the mechanic must disassemble the cowling (commonly called a doghouse) and work on the vehicle from inside the cab.

- ***Police***

- **(9) Police Patrol SUV** – the police department has an ongoing need of vehicles to consistently replaced worn out and ineffective units. Units are changed out between 85,000 & 100,00 miles. By this time, they are coming up on their warranty ending and due to 24/7 operations they are experiences more vehicle failures. Vehicles taken out of ser-vice usually have mechanical issues when auctioned off.
- **Striping/Cages/Police outfit** – APD vehicles require equipment beyond that of “off the lot” fleet vehicles to perform their daily tasks. This includes but not limited to prisoner partitions, rifle mounts, equipment boxes and graphics for each marked vehicle. Equipment is reused where it can be. Currently we are still using some prisoner partitions originally purchased in 2009.
- **Armored Vehicle** - Having an armored vehicle present at SWAT Operations has been deemed critical in bringing an incident to a peaceful resolution in the majority of high-risk events. The Bethlehem BearCat was purchased from FEMA in 2009. Four (4) regional SWAT Teams have 24/7 access to use the vehicle in all critical situations where deemed necessary. The vehicle is housed and maintained by Bethlehem PD. Parts and labor are getting to become more costly and difficult to obtain. There has been a handful of incidents (before the Lehigh County EMA BC was purchased and avail for use) where the Allentown Police Department ERT requested the BPD BC and Easton PD had already secured the vehicle for usage. This placed Operators in high-risk situations without a Rescue Vehicle. Without a readily available Rescue Vehicle

like the Lenco BearCat at the disposal of the Allentown Police Department, it creates an unnecessary risk. Having a vehicle like the Lenco BearCat provides a rescue vehicle which is essential in a high-risk call such as school shooter, workplace violence, hazardous situations, natural disasters, bombings, etc. The Allentown Police Department has responded to incidents over time where the rescue vehicle was not available and created a potential risk to the response. In high-risk critical incidents, a timely response is necessary to save lives and address the incident. The armored rescue vehicle such as the Lenco BearCat would provide the City of Allentown Police Department with a timely response to high-risk incidents for the purpose of saving lives. Currently, the department requests the use of an armored rescue vehicle from partner agencies which can delay a critical life-saving response to a scene. From 2018 to 2022, the Allentown Police Department has utilized the armored rescue vehicle in 79 incidents.

- **Prisoner Transport Van** – Current unit 8770 (2017 GMC 3500) is nearing the end of its service life and beginning to require ongoing repairs which is creating safety issues. This is one of three prisoner transport vans. A new van is purchased every two years on an ongoing cycle to rotate old vans out. This current van has been out of service for several months this year due to engine issues.
- **Command SUV** – This vehicle replaces a Chief, Captain, or Shift Lt vehicle. The current vehicle slated for replacement is a 2014 Ford SUV and has higher mileage. Due to its age and mileage, it is getting to a point where it will be experiencing more mechanical failures.
- **Sedan / Detective** – Used sedan / SUV for use by APD detectives. Detective operations often require inconspicuous vehicles that may not be available through traditional fleet sales at dealerships. Currently vehicles being changed out are 2012/2013 models that have higher mileage and are experiencing mechanical issues more often.
- **Police Interceptor Pick Up** – The police department has need of a vehicle capable of accessing remote locations within the Allentown Jurisdiction (i.e., off Road locations on the South Mountain, Canal Park/Keck Park, Tow Paths, and Reservoirs). Standard

police fleet SUV often have a hard time accessing these areas, increasing danger and difficulty of the job.

- ***Fire***

- **(2) F250 or 2500HD Pickup trucks** - will replace 5345 (2004 SUV with 126,497 miles) This vehicle is depended on as a backup for the Battalion Chief and is no longer dependable for that purpose. 5342 (2010 SUV with 100,000 miles) Each of these units have exceeded the life expectancy listed in the fleet replacement plan. As emergency vehicles, reliable operation of equipment is vital to maintaining safety within the city.

- ***Building Standards***

- **(2) Ford Escape** – One will replace 9304 (2009 Ford Focus 82,782 miles). Vehicle has been experiencing overheating issues and does not always start. Also developed an exhaust leak that had been allowing exhaust fumes to enter into the operator's cabin. This creates a potentially serious health and safety issue. Due to the age of the vehicle, it does not have anti-lock brakes, and the vehicle has been know to slide during rain events. The second vehicle is needed for the vacant Building Inspector's position.

- ***Parks***

- **E350 Utility:** Unit #9242 is 2004 F-350 Utility Cab Truck. This is an 18-year-old vehicle with approximately 60k mile on it. Over past two years this vehicle has been in and out of the garage with electrical issues, body rot issues, utility cabinets no longer lock and other issues that do not always pass inspection. This is not a dependable vehicle at this point. This unit is utilized by the Tradesman plumber daily to perform plumbing maintenance and repairs in all park facilities to provide clean and sanitary facilities for our customers. This is a utility body vehicle which means this truck carries around tools, pipes and fittings needed to make repairs and work on projects. We are requesting that unit 9242 be replaced with a Ford E350 utility truck to assure our Parks Plumber is on the road with the equipment he needs to perform the duties of his position.

- F-550 with v-plow and spreader - Unit 9245 is a 2011 F-250 with Plow and Spreader. This truck currently has approximately 70k miles on it. Mechanically this truck is okay at this point. The major issue with 9245 is the rust and body rot on the vehicle. Most of the Park Maintenance vehicles are equipped with plows and salt spreaders to Plow the roadways of District 4. Plowing and salting reduce the life expectancy of these vehicles by many year and major snow events of 12 or more inches tremendously reduce the life of these vehicles. Spreading salt is the major factor for body rot and rust which leads to down time and eventually not being able to pass inspection. Our pickups(F-350's) are used for a wide variety of duties. These trucks Plow, salt, tow trailers and mowers, are personnel transport vehicles and all other park maintenance related tasked needed to maintain the Parks and the City. The Parks Dept. currently has 13 pickup trucks in its fleet. All these trucks go out to perform tasks daily. We are requesting to replace the 9245 which is one of the oldest worst conditioned pickup trucks in our fleet.

- **Single Axle:** Unit 9251 is a 2008 Single Axel Dump Truck with 90k miles. Truck 9251 is one of 4 single axel dump trucks that Park Maintenance utilizes all year long. Unit 9251 and 9257 are both 2008 model year dump trucks. Our other two single axel dump trucks are a 2016 and a 2020 which are in good working condition currently. These Trucks are used for various work functions throughout the year which include Snow Plowing and Salting of Roads in District 4, Emergency Tree call outs to haul wood and debris, hauling of stone, towing equipment and all other Park Maintenance related activities that require things to be hauled by a truck. 9251 and 9257 are 14-year-old vehicles that both are having issues with body rot and mechanical break downs causing more down time with both trucks. During heavy snow events we rely on our four vehicles to be on the road pushing snow and salting in district 4 as lead vehicles. We have assessed 9251 and 9257 and feel that 9251 is in the worst condition and needs to be cycled out now to maintain our current fleet and ability to perform tasks as needed. As a note, unit 9257 will be on the list for the 2024 budget cycle. We are requesting to replace 9251 in the 2023 budget cycle.

The primary goal of this program is provide for centralized General Fund Purchase of computers and related equipment to keep City technology current. Monitoring and purchasing are overseen by both the Police Department (account 71) and IT Department (Account 72).

Police Equipment Program (083-02-8003-0002-*)

The bureau budget to pay for police, fire, EMS MDTs and modems, electronic storage for police cameras (City-Wide cameras, BWC, LPR and In-Car Cameras). Also funding to purchase additional city-wide cameras.

(0002-71) Police IT Equipment (\$250,000)

The bureau budget to pay for police, fire, EMS MDTs and modems, electronic storage for police cameras (City-Wide cameras, BWC, LPR and In-Car Cameras). Also funding to purchase additional city-wide cameras.

1. MDTs / modems - \$90,000.00
2. Nimble Storage / Body Camera Data - \$40,000.00
3. City Wide Cameras - \$120,000.00

Equipment for the camera system was installed beginning in 2007. The last 3 years we have changed out approximately 30 cameras in buildings and on the streets. Some of these cameras were still analog devices and may have poor quality as there have been great advances over the years. We currently have 150 street cameras without adding building cameras in. We have begun to get to camera equipment, radio equipment and switches on the street that were installed in 2009. We have been budgeting \$100,000 a year which provides about 15 street cameras. Requesting additional funds to change out additional equipment. This amount is in addition to the 2022 fund rollover for camera replacement.

(0002-72) Equipment (\$150,000)

1. Annual replacement for 150 computer units - \$150,000

- a. 4-year lifecycle

Solid Waste Fund Narrative (085-)

The Solid Waste Enterprise Fund (SWF) is the budget for the Bureau of Recycling and Solid Waste (Bureau) for all operations and programs within the Bureau. A portion of the Bureau of Streets, for their Street Cleaning Program, is also funded by the SWF as well as a Tax Examiner position in the Bureau of Revenue and Audit.

The Bureau has 27 employees (Bureau Manager, SWEEP and Animal Control Manager, Operations Manager, Education Manager, Recycling Coordinator, 4 clerical staff, 4 SWEEP Officers, 1 Animal Control Officer, 2 Waste and Recycling Operators, 1 Maintenance Worker 3, 6 Maintenance Worker 2, 4 Maintenance Worker 1 Part-Time) and receives support from the Department of Public Works Operations Manager.

The SWF supports staff in other bureaus/departments whose job functions are related to the Mission to provide for the safe and proper collection and disposal of municipal waste and reduction of municipal solid waste in the city through recycling, yard waste processing and waste reduction and to promote a cleaner and greener Allentown.

The SWF has 4 program operating budgets.

- Program 1: Collection/Disposal/Recycling
- Program 2: SWEEP Program
- Program 3: Street Cleaning
- Program 4: Animal Control

Overall, between the 4 programs within the Solid Waste Enterprise Fund, there is an increase of \$557,471.

2023 REVENUE ESTIMATES		
SOLID WASTE REVENUE INPUTS	Account	AMOUNT
Transfer In	085-2660	\$ 642,857.00
Trash Collection	085-2900	\$ 13,950,000.00
Commercial Trash Collection	085-2905	\$ 180,000.00
Freon Fees	085-2915	\$ 7,500.00
Recyclable Materials	085-2920	\$ 525,000.00
SWEEP Tickets	085-2925	\$ 300,000.00
Dog License	085-2927	\$ 3,500.00
Tub Grinder/Mulch Loading	085-2930	\$ 7,500.00
Grants	085-2950	\$ 624,438.00
State Aid for Pension	085-2960	\$ 192,509.00
Interest Income	085-2970	\$ 7,500.00
Miscellaneous	085-2980	\$ 40,000.00
Gail/Loss of Disposal of Fixed Assets	085-6145	\$ 10,000.00
Cash Over/Short	085-6174	\$ -
Collection Fees - prior years	085-6300	\$ -
TOTAL REVENUE		\$ 16,490,804.00

Solid Waste Fund, Collection/Disposal/Recycling Expenses (085-03-8005-0001-)

(04) Temporary Wages (\$153,378)

(4) Part Time MWI @ \$28,774.56/year to work at the yard waste site, pick up items that were illegally dumped and clean ups, assist residents with the disposal of electronics at the electronic events and assist with shredding documents.

(4) Summer Laborer @ \$15/hour, budgeted for 640 hrs., to assist with picking up illegally dumped items and property clean ups.

(06) Premium Pay (\$65,500)

Provides for the overtime of (13) Bargaining & (2) Non-Bargaining employees for hauling recyclable materials, yard waste site coverage, snow operations, etc.

(11) Shift Differential (\$6,550)

(20) Power (\$11,534)

Power for properties maintained by the Bureau of Recycling.

(22) Telephone (\$929)

For Wi-Fi coverage at the City's yard waste site located at 1401 Oxford Dr so a tablet can be used in the field to keep track of usage of the yard waste site.

(24) Postage and Shipping (\$15,000)

Provides for a mid-year educational mailing to approximately 36,669 residents and holiday changes that pertain to the disruption of trash and recycling collection for the Thanksgiving holiday and Christmas/New Year's Eve holiday.

(26) Printing (\$9,336)

2023 Managed Print Service for unit Y7766, cost is estimated per IT. In addition, this includes Solid Wastes portion of the annual City-wide Envelope Order.

(28) Mileage Reimbursement (\$2,170)

Provides for the mileage reimbursement for any meetings, normally through the turnpike fees and for (3) EZ Passes for the hauling recyclable material. Weekly trips are made to Newman Paperboard in Philadelphia, PA to drop off the cardboard and paper products collected at the Recycling Drop Off Center. Because the EZ Passes are used for commercial use, \$500 is added to the EZ Pass when needed.

(30) Rentals (\$212,859)

The increase in this account is for a lease to own for 3 vehicles in 2023 that are necessary to maintaining daily operations. The amount budgeted is for the down payment of a front-end loader at \$100,700, a day cab tractor at \$50,789 and a roll off truck at \$52,000. There will be 3 yearly equal payments for each vehicle being leased. In addition, this account covers the cost of a warehouse that we lease to house supplies for the Recycling office and the Health Department.

(32) Publications and Memberships (\$3,325)

Provides for the memberships of (5) Professional Recyclers of Pennsylvania (PROP), (1) Keep America Beautiful (KAB), (2) American Public Works Association (APWA), Amazon prime and (10) CDL reimbursements.

(34) Training and Professional Development (\$8,700)

Provides for training for (3) Recycling Non-Bargaining staff to attend the Professional Recyclers of Pennsylvania (PROP) Conference, the continuing education credits and new credits for the PROP Certification classes, the Bureau Manager to attend the US Conference of Mayors/Municipal Waste

Mgmt. Association (MWMA) Annual Conference, the Bureau Manager to attend the PROP Board of directors training and the Education Manager to attend the Keep America Beautiful (KAB) Conference.

(42) Repairs and Maintenance (\$40,500)

Provides for the repairs of the weight scale that is located at the Recycling Yard Waste Site, the (2) cardboard balers and (1) plastic compactor repairs located at the Recycling Drop Off Center, paper shredder repairs, and refurbishment of roll off containers as needed for the Drop Off Center.

(46) Other Contracted Services (\$10,736,791)

The increase is due to the Waste Management Contract and hiring a consultant at approximately \$30,000 to assist with preparing the new Trash and Recycling Collection Contract. A \$224,500 contingency has also been added for JP Mascaro that has been budgeted to cover the cost to recycle the City's single stream material. This account also covers the Clean Team Contract for the cleaning of the downtown area, and the Vehicle GPS units.

(50) Other Services and Charges (\$27,000)

Revenue & Audit utilizes this account to file municipal liens against residential properties that are past due in paying trash collection and stormwater utility fees. As of August 2022, there are close to 260 properties that have unpaid trash or stormwater claims that are not liened as of 2022 but are expected to be liened in 2023. At \$75.65 per lien, the total expense would be \$19,669 or a total expense of \$20,000. Because the City files one municipal claim for all outstanding years of trash and stormwater fees, the total expense needs to be apportioned to Stormwater Funds (roughly 20%) totals \$4,000. This account also covers a Lexis Nexis subscription for (1) user. Advertising & promotions at \$5,000 was budgeted to advertise for grants as required and promote events (via radio, newspaper, etc.) the Bureau of Recycling & Solid Waste has such as Earth Day in the Park.

(54) Repairs and Maintenance Supplies (\$46,050)

Provides for the purchase of big belly trash bags, graffiti paint & supplies, and Drop Off Center upgrades that will be completed in 2023. The Recycling Drop Off Center will be seal coated and new pavement markings to finish the upgrade that started in 2022.

(56) Uniforms (\$9,880)

This account covers the cost of replacement uniforms for both Bargaining & Non-Bargaining staff.

(62) Fuels, Oils and Lubricants (\$133,000)

Provides for the Solid Waste fuel contribution for \$80,000 for the purchase of unleaded & diesel fuel for use in City vehicles. This account is also used to purchase diesel fuel for the tub grinder and other equipment located at the City's Yard Waste site located at 1401 Oxford Dr.

(66) Chemicals (\$1,260)

Provides for the purchase of propane to fuel the 2 forklifts used by Recycling staff at both the City's Drop Off Center located at 1400 Martin Luther King Jr Dr and the Yard Waste Site located at 1401 Oxford Dr.

(68) Operating Materials and Supplies (\$24,545)

Provides for the purchase of office supplies not available through the City's mailroom, the yearly brochure to approximately 36,669 residents with the City's Real Estate bill & additional educational mailings to the Allentown residents such as post cards for trash and recycling disruption for Thanksgiving and Christmas/New Year's Eve, and supplies for the Parade(s) and Earth Day in the Park.

(72) Equipment (\$160,811)

Provides for the purchase of (2) roll off containers for the City's Drop Off Center, litter baskets, an outdoor locking display case for the Drop Off Center and the recycling bins and lids. Provide for a new Time Clock system for the employees.

(86) General City Charges (\$1,172,237)

General City Charges

(88) Interfund Transfers (\$157,711)

For Risk property and casualty.

(90) Refunds (\$75,000)

This account is to refund residents who have either double paid their trash and recycling fee or are being refunded because they meet the senior citizen qualifications.

SWEEP Program Expenses (085-03-8005-0002)

(06) Premium Pay (\$10,000)

Provides for the overtime for (4) Bargaining employees to enforce City ordinances regarding trash & recycling, and snow operations, etc.

(11) Shift Differential (\$800)

(26) Printing (\$3,990)

2023 Managed Print Service for unit E00617, cost is estimated per IT. SWEEP portion of the annual City-wide Envelope Order. Printing of SWEEP ticket books used by the Allentown Police Department, enforcement stickers and signs such as no dumping or other signs to discourage illegal dumping.

(46) Other Contracted Services (\$21,120)

The account covers the contract for high grass and weed complaints on properties that need to be cut. The properties are then billed for the cost and issued a SWEEP ticket.

(50) Other Services and Charges (\$1,500)

Provides for (1) Lexus Nexus membership to find owners of properties.

(56) Uniforms (\$2,300)

This account covers the cost of replacement uniforms for both Bargaining & Non-Bargaining staff.

(68) Operating Materials and Supplies (\$250)

Provides for the purchase of PPE for the SWEEP Officers.

(72) Equipment (\$24,000)

Increase of \$12,000 to purchase 2 cameras to aid in the illegal dumping problems within the city. These are the same cameras used by the Allentown Police Department.

(90) Refunds (\$1,000)

This account is used to refund for SWEEP tickets that have been paid and later withdrawn.

Street Cleaning Expenses (085-03-8005-0003-*)

(06) Premium Pay (\$56,000)

Provides for the overtime for (14) Bargaining and (1) Non-Bargaining employees for Street Cleaning, PPL & Special events, and snow operations, etc.

(11) Shift Differential (\$5,600)

(26) Printing (\$8,250)

Printing of Plastic No Parking Signs, Aluminum St Cleaning Signs/Plates and Year-Round St Cleaning Stickers.

(32) Publications and Memberships (\$585)

(1) American Public Works Association (APWA) Membership and (4) CDL reimbursements.

(42) Repairs and Maintenance (\$6,700)

Provides for the payment of up to \$4,000 in Risk Management vehicle claims under \$500 and repairs to the pressure washer.

(46) Other Contracted Services (\$29,380)

This account is used for the Vehicle GPS units and the Earth Refuse contract for the site at St Elmo Street to take the millings and road materials that were removed.

(50) Other Services and Charges (\$200)

Provides for the permit for refuse hauling with PennDOT for (2) vehicles.

(54) Repairs and Maintenance Supplies (\$12,225)

Provides for the purchase of street cleaning brooms & shovels, tools, and other miscellaneous items.

(56) Uniforms (\$8,186)

This account covers the cost of replacement uniforms for both Bargaining & Non-Bargaining staff.

(68) Operating Materials and Supplies (\$2,000)

Provides for the purchase of PPE for the employees.

(72) Equipment (\$138,000)

To purchase Leaf Loader, to replace 7684

Animal Control Expenses (085-03-8005-0004-*)

(46) Other Contracted Services (\$322,352)

Contract with the LV Humane Society (C21-000024). This account also covers the wildlife trappers for skunks, racoons and other wildlife that are causing a safety concern.

(47) Dog Licenses (\$3,000)

This allows the city to sell Lehigh County yearly dog licenses to all of Lehigh County residents.

(68) Operating Materials and Supplies (\$3,600)

Provides for the yearly payment to Shelter Pro. This program keeps track of all Animal Control complaints, dog licenses that is used by Recycling staff, Parks staff for the dog park, and Health for dog bites.

Stormwater Fund Narrative (086-*)

The city owns and manages a drainage system that consists of 240 miles pipe, 8,800 inlets, 3,600 manholes, 32 water quality and detention facilities, 44 conveyances (swales and channels), and 280 outfalls that discharge into 5 waterways. The system was valued at 480M in 2017 based upon re-placement costs. The Code of Federal Regulations (40 CFR Part 122) and the City's MS4 NPDES Permit require that the system is managed to control pollution through the establishment of a multitude of programs and best management practices to include, but not be limited to, the following services: Illicit Discharge Detection & Elimination Program, Industrial High Risk Run-off

Inspections Program, Construction and Post Construction Stormwater Management Facilities Inspections Programs, spill response, watershed planning, Municipal Pollution Prevention Training & Inspections Programs, Public Education & Outreach Program, code enforcement, and complaint response.

Management of the storm drainage system infrastructure is an initiative of the Public Works Department and through historical drivers from the Clean Water Act, has evolved over the past two decades with a focus on regulatory compliance and drainage system performance. Prior to 2014, the storm-water program was financially covered by water/sewer fees for regulatory compliance along with general operations of the infrastructure. Upon divestiture of operations to the Authority, the Public Works Department created a stormwater team to take on the responsibility of water quality permit compliance and strengthened coordination between operations and engineering for infrastructure management. During this transition, the US EPA audited the City's MS4 Program and issued a fine of \$50,000 for 5 alleged violations of the Clean Water Act. With the outsourcing of the water/sewer operation including revenue generation capacity and in response to EPA's findings, it was apparent to City leadership that a new funding source was needed for the stormwater program. In 2017 the City developed a new enterprise fund and established a Stormwater Utility for Allentown. The first bills were issued for FY2018 dedicated revenue, based on analysis completed and rate structure defined through the FY2018 budget process.

Overall, the Stormwater Administration budget has decreased \$151,224 from 2022's final budget.

Overall, the Stormwater Maintenance budget has increased \$618,225 from 2022's final budget to include \$1,000,000 to continue with the Storm Lining Project.

The Stormwater Utility cost of service and rate model was completed in 2017. The Rate Model is the foundation of the financial management strategy for the Utility. The Rate Model projected a steady rate of \$20/billing unit (500 square feet of impervious area) for the first four years of the Utility with a rate increase in Year 5 to provide sufficient funding for a bond issuance. Key to a bond issue was completion of a citywide drainage system study for both water quality and water quantity capacity and protection practices. This study is underway with the Little Cedar Creek TMDL study in 2022

and citywide completion in 2023. It is assumed no increase in rates is required for 2023 baseline services.

In addition to the projection of programmatic services covered by the Utility, the 2017 Model assumed a contribution to reserves would occur each fiscal year to prepare for small capital project cash-funding and to create a bond reserve and revenue history for the issuance of bonded debt for large capital projects identified in the citywide drainage study. Starting Fund Balance for 2022 was \$3,111,932 with a projected ending fund balance of \$4,757,702.

It is assumed that the reserves in Fund Balance can be appropriated in an emergency such as a pipe failure/sink hole opening in a roadway or public property that requires immediate action for major repair expenditures.

2023 REVENUE ESTIMATES		
STORMWATER REVENUE INPUTS	Account	AMOUNT
Interest Income	086-3185	\$ 11,000.00
State Aid Pension	086-3189	\$ 169,017.85
Stormwater Fee	086-3630	\$ 5,603,214.69
Stormwater Fee / Previous Year	086-3631	\$ 150,000.00
Other Grants & Misc.	086-5240	\$ -
Collection Fees - prior years	086-6300	\$ 5,000.00
TOTAL REVENUE		\$ 5,938,232.54

Stormwater Fund Expenses

Regulatory Compliance Expenses (086-03-0815-0001-)

(0001-06) Premium Pay (\$200)

Overtime for the Revenue & Audit Tax Examiner who had wages budgeted in the Stormwater fund. All other employees in this program are exempt.

(0001-11) Shift Differential (\$50)

(0001-26) Printing (\$5,300)

Provides for the purchase of various size environmental signs to implement educational signage, themed “Go with the Flow” purposed to raise awareness of an individual’s connection from their neighborhood to the streams via the path of the stormwater system, to foster a better understanding of the sources and measures to prevent pollution of runoff, and to empower residents to engage and partner with the City in creating a sustainable community. A total of eighteen bilingual aluminum signs (dimensions: two 30” X 36” X 0.080”, four 20” X 20” X 0.080”, twelve 12” X 18” X 0.080”) with twenty-two posts will be installed at stormwater two outfall locations on Jordan Creek (JC10792L51.08 JC3867R41.45); high risk pollution sewersheds of Jordan Creek; locations of high pedestrian activity to include the Jordan Creek Parkway Trail; and the source water protection area along Little Lehigh Creek.

(0001-28) Mileage Reimbursement (\$100)

Provides for the mileage reimbursement for any meetings, normally through the turnpike fees.

(0001-32) Publications and Memberships (\$485)

For (1) American Public Works Association (APWA) Membership, (2) American Water Works Association (AWWA) Memberships for the MS4 Coordinator and the Monitoring Coordinator, (1) Bi-annual PA PE License renewal.

(0001-34) Training and Professional Development (\$8,025)

For (4) AWWA Northeaster Spring & Fall Conference at \$50.00 two times per year, (3) classes for Water license training for the MS4 Coordinator at \$250 each, certified NPDES Training for the (5) employees in the Regulatory Stormwater Department at \$825, and (5) videos and modules at \$550 each for Municipal Employee Training Program.

(0001-42) Repairs and Maintenance (\$1,000)

Provides for the payment of up to \$500 for the Risk Management vehicle claims under \$500 and annual weight calibration certification.

(0001-44) Legal Services (\$27,000)

For legal services provided per the rates of the City's environmental consulting firm on retainer for attorneys and regulatory personnel. It is anticipated that seventy hours of service will be needed at an average of \$385.00 per hour to provide formal responses to the Pennsylvania Department of Environmental Protection and the United Environmental Protection Agency regarding National Pollutant Discharge Elimination System permitting matters.

(0001-46) Other Contracted Services (\$291,000)

Includes \$255,000.00 to support the City's regulatory compliance with its Municipal Separate Storm Sewer (MS4) National Pollutant Elimination System (NPDES) Permit. This total amount includes \$35,000.00 for contract lab services to analyze stormwater samples, \$170,000.00 in support services under contract C12-000332 with Wood Environmental and Infrastructure Solutions, and \$50,000.00 for technical services in anticipation of permit writing and renewal. In addition, \$31,000.00 is dedicated to the maintenance contract (C22-000049) for the City's billing system (ADMINS).

(0001-50) Other Services and Charges (\$8,000)

Revenue & Audit utilizes this account to file municipal liens against residential properties that are past due in paying trash collection and stormwater utility fees. As of August 2022, there are close to 260 properties that have unpaid trash or stormwater claims that are not lienied as of 2022 but are expected to be lienied in 2023. At \$75.65 per lien, the total expense would be \$19,669 or a total expense of \$20,000. Because the City files one municipal claim for all outstanding years of trash and stormwater fees, the total expense needs to be apportioned to Stormwater Funds (roughly 20%) totals \$4,000

(0001-54) Repairs and Maintenance Supplies (\$541)

Provides for the purchase of laboratory supplies, hand sanitizer and hand soap.

(0001-56) Uniforms (\$980)

This account covers the cost of replacement uniforms for non-Bargaining staff.

(0001-66) Chemicals (\$4,000)

Provides for the purchase of sampling chemicals and laboratory grade distilled water.

(0001-68) Operating Materials and Supplies (\$12,149)

Provides for the purchase of PPE, materials for public outreach programs, supplies for monitoring & discharge characterization program, etc.

(0001-72) Equipment (\$28,000)

Provides for the purchase of a protective housing composite sampler, tripod underground camera for PCSM & IDDE inspection programs, and (3) Microsoft surface tablets for field inspections.

(0001-86) General City Charges (\$603,304)

General City Charges

(0001-88) Interfund Transfers (\$138,241)

Risk Fund – Property and Casualty

(0001-90) Refunds (\$37,800)

Includes refunds to property owners due to stormwater utility fee credits, appeals and over payments. Credits: The City has implemented a Green Stormwater Infrastructure Credits and Incentives Program. Through the use of a tiered system, the policy promotes the voluntary installation of best management practices which provide more efficient treatment of stormwater above and beyond land development requirements. It is anticipated that five credit applications will be submitted and \$1,800.00 credited. Appeals: An appeal must be submitted to the City 30 days from the date in which the bill was mailed. The fee may be appealed if the property owner feels that the square footage of impervious area on the property was incorrectly calculated. Appeals result due to development, redevelopment, and demolition of property. It is anticipated that twenty-five appeals will be processed and \$6,000.00 will be refunded due to changes in impervious area that occurred during 2022 and will be billed in January 2023. Refunds due to over payment: Duplicate payments may occur when a property owner has their taxes escrowed in their mortgage payments. The CRE bill includes line-item fees for additional services. Taxpayers receive the CRE invoice, pay it, and forget that their mortgage provider will pay the bill in full. Also, overpayments occur during the sale

of properties because a tax certification is valid for 30 days and a homeowner may make payments towards their bills after a tax certification has been pulled, but before settlement. Based on current data, it is anticipated that \$30,000.00 will be refunded to property owners due to over payment of the stormwater fee.

Stormwater Maintenance Expenses (086-03-0815-0002-*)

(0002-04) Temporary Wages (\$28,800)

(3) Summer Laborers @ \$15/hour budgeted for 640 hrs., to assist with various duties related to stormwater.

(0002-06) Premium Pay (\$123,850)

Provides for the overtime of both (22) Bargaining and (3) Non-Bargaining employees.

(0002-28) Mileage Reimbursement (\$75)

Provides for the mileage reimbursement for any meetings, normally through the turnpike fees.

(0002-30) Rentals (\$142,207)

For the Vactor Lease Payment # 4 of 5 at \$98,806.91; Paver Lease Payment # 2 of 5 @ \$28,399.71. Misc. rental equipment as needed such as a TV truck or a Vactor truck if the equipment fails.

(0002-32) Publications and Membership (\$985)

For the (1) American Public Works Association (APWA) membership and (8) CDL reimbursements.

(0002-34) Training and Professional Development (\$19,690)

Provides training for (1) National Association of Sewer Service Companies (NASSCO) Congress & Expo, (3) certifications, and (6) re-certifications. (4) American Water Works Association (AWWA) Eastern conference. (4) Vegetative maintenance training, (1) office training, (2) MS4 training, etc.

(0002-42) Repairs and Maintenance (\$37,000)

Provides for the (2) large storm grate repairs on Vultee St by the City garage, equipment repairs, and the payment of up to \$3,000 for Risk Management vehicle claims under \$500.

(0002-46) Other Contracted Services (\$34,087)

Provides for the disposal of hazardous waste, the (2) weather services (Accu Weather and Weatherworks) and Vehicle GPS units.

(0002-54) Repairs and Maintenance Supplies (\$143,050)

Increase due in part to Pipes & Fittings moving from account 086-03-0815-0002-64. This account is used to purchase parts and supplies for the stormwater department.

(0002-56) Uniforms (\$14,558)

This account covers the cost of replacement uniforms for both Bargaining & Non-Bargaining staff.

(0002-64) Fuels, Oils and Lubricants (\$80,000)

Stormwater fuel contribution for the purchase of unleaded & diesel fuel for use in City vehicles

(0002-64) Pipes and Fittings (\$0)

Items previously budgeted in this account have been moved to the Repairs & Maintenance Supplies (54) to allow for consolidation of the maintenance and repair items being purchased for the department. Expenditure moved to (086-03-0815-54).

(0002-66) Chemicals (\$200)

Provides for the purchase of leak and location dye.

(0002-68) Operating Materials and Supplies (\$25,650)

Purchase vehicle fire extinguishers, first aid supplies, PPE for employees, and plants for the revegetation of the rain garden at 6th & Sumner Ave.

(0002-72) Equipment (\$300,000)

Purchase of a regenerative Air Sweeper

(0002-76) Construction Contracts (\$1,000,000)

Contract to reline roughly 2 miles of Stormwater line within the city

Golf Fund Narrative (091)

Allentown Municipal Golf Course is located at 3400 Tilghman St. Allentown PA 18104. The Golf Course opened to the public in 1952, has a 20-stall driving range, 18-hole championship public Golf Course, clubhouse that contains a Proshop, restroom facilities, locker rooms, restrooms, storage areas and a restaurant. The Golf Course maintenance department has a barn with office and storage space, a maintenance building for equipment storage, equipment maintenance area, an irrigation pump for irrigating the Golf Course and a chemical storage building.

The Golf Course has two separate program budgets. Golf Course administration budget and the Golf Course maintenance budget. The Golf Course administration employs a General Manager that oversees all Golf Course operations, 8 Proshop attendants, 9 starters and 7 driving range pickers. The Golf Course maintenance employs a Golf Course superintendent, mechanic, MWII and an additional 10 – 14 seasonal and summer laborers.

The Golf Course administration budget is responsible for all expenses for the operation of the Proshop, starter area and driving range as well as staffing the Proshop, starters and driving range pickers.

Golf Course operation is from February 1 to December 31 7 days a week including Holidays, weather permitting. The driving range and restaurant are open 12 months a year and 7 days a week.

The Golf Course's expected starting cash balance for 2023 is \$1,050,000.00

The Golf Course's revenue is generated in the following areas:

- Greens Fees
- Cart Fees
- Driving range
- Proshop Merchandise sales
- Restaurant lease

PROJECTED REVENUE FOR 2023

Green Fees	\$1,221,670.00
Carts	\$490,000.00
Driving range	\$362,104.00
Proshop	
(Miscellaneous)	\$85,000.00
Restaurant Rent	\$42,000.00
	\$2,200,774.00

Due to the increased cost of equipment, chemicals, grass seed, operating supplies to operate the Golf Course we are increasing the Golf Course rates as listed below. This will cover all increases in the cost of goods. See below for anticipated increases.

These increases are consistent with other Golf Courses within the surrounding area.

GOLF COURSE				
GREEN FEES				
ALL 18 HOLE FEES ADD \$2				
NO INCREASE FOR 9 HOLE FEES				
29,735 X \$2 = \$59,470				\$59,470.00
CART FEES				
	CURRENT	2023	TOTAL INCREASE	
9 HOLE	\$9.00	\$10.00	\$9,739.00	
18 HOLE	\$17.00	\$19.00	\$54,096.00	
TOTAL				\$63,835.00
SEASON PASSES				
	CURRENT	2023	TOTAL INCREASE	
5 DAY RES	\$900.00	\$1,050.00	11 X 150=\$1,650	1,650.00
5 DAY NR	\$1,100.00	\$1,250.00	17 X 150=\$2,550	2,550.00
7 DAY RES	\$1,150.00	\$1,350.00	18 X 200=\$3,600	3,600.00
7 DAY NR	\$1,400.00	\$1,600.00	22 X 200=\$4,400	4,400.00
JR RES	\$400.00	\$400.00	\$0.00	

JR NR	\$550.00	\$550.00	\$0.00	
TOTAL				\$12,200.00
DRIVING RANGE				
	CURRENT	2023	TOTAL INCREASE	
RANGE				
SMALL	\$7.00	\$8.00	\$8,443.00	\$8,443.00
LARGE	\$9.00	\$10.00	\$15,572.00	\$15,572.00
JUMBO	\$12.00	\$13.00	\$13,089.00	\$13,089.00
TOTAL				\$37,104.00
TOTAL REVENUE INCREASE FOR 2023				\$172,609.00

Grounds Maintenance Expenses (091-08-9001-0001-*)

(0001-04) Temporary Employees (\$100,000)

We are requesting an additional \$20,000 additional in Temporary Wages. This is due to the union wage increase; per an existing MOU a seasonal laborer is paid 80% of an MW1. The summer laborer rate went from \$12 to \$14 an hour in 2022 vs 2021.

(0001-06) Premium Pay (06) (\$20,000)

We are requesting an additional \$4,000 in Overtime due to Union Raises along with keeping up with the standards of play at the course. We are open 7 days a week and are very busy. Greens require extra attention in the heat with watering and agronomic tasks require additional hours such as topdressing and aerification.

(0001-11) Shift Differential (\$500)

(0001-20) Power (\$20,000)

This account covers electric for all Golf Course buildings, diving range lights, turf fans & irrigation pump stations. We are requesting an additional \$2,000 in power due to increases in utility charges along with the addition of two electric turf fans on the Golf Course. The fluctuation in electric usage at the Golf Course is directly correlated to the amount of irrigation water we need to run. We do not

have three phase power at the pump house. We require an inverter to create the power needed to run our pump. Our peak spikes are June – September weather depending.

(0001-22) Telephone (\$1,150)

Service Electric internet access to the city. The Golf Course is on a VPN to the city network. We have 2 cable modems. While the unit in the Pro Shop is franchise (Cost Free), we must pay for the unit in the maintenance building.

(0001-30) Rentals (\$169,957)

We are requesting an additional \$38,000 to renew our equipment lease. 2022 was our final payment and we are looking to replace units that are needed for daily maintenance and operation of the course. The conditioning of the Golf Course is directly affected by the equipment that is used to maintain it.

(0001-32) Publications and Membership (\$3,209)

Memberships are required for 3 staff members for the GCSAA. We additionally belong to the Audubon International. Our Consultant Steve McDonald provides webinars and updates on turf conditions in the area, along with our Pesticide and Weather subscription renewals. Weather was previously covered under software in the 68 accounts.: Chris Reverie Class A GCSAA, Kevin Krause Class C GCSAA, Rob Muth EM GCSAA. We previously did not include our Prime Membership in this account.

(0001-34) Training and Professional Development (\$5,000)

Certifications are required for the golf staff to stay up to date with Pesticide Licensing along with GCSAA certifications. There is also additional training for staff to attend the Golf Trade Show and Conference. We also attend training events at Rutgers and Toro for Irrigation Systems and repair.

(0001-42) Repairs and Maintenance (\$4,000)

Our Irrigation Pump Station is serviced by Eastern irrigation. Irrigation issues are common at the course. We also have requested \$1,000 for Fleet repairs. These funds are needed to cover expenses under the \$500 threshold from Risk Management

(0001-46) Other Contract Services (\$2,700)

Turf Consulting and Soil Testing. We test our water and soils to ensure the proper balance of nutrients are being applied. In coordination with our Consultant Steve McDonald, we identify agronomic problems and develop plans to manage them.

(0001-50) Other Services (\$141)

Underground storage tank fees for the yearly registrations for fuel station at the course.

(0001-54) Repairs and Maintenance Supplies (\$37,000)

The repair and maintenance supplies expenditure account is used to purchase tools, supplies and materials needed to assist in the day to day operations and preventative maintenance of the Course. These include mower blades, reels, bed knives, and aerification tines. The Golf Course is living, breathing, and aging just as we are. Extra care will be needed to keep our operation functioning. There is a lot of Golf Course equipment not covered under fleet. We need to budget for those repairs. This account is broad and vague to the fact that we can not list each potential repair needed. This season we had two engines that need to be rebuilt.

We anticipate an additional \$5,000 in pipes and fittings due to the aging replacement of irrigation parts along with the need for drainage pipe and supplies for bunkers and greens.

(0001-56) Uniforms (\$1,144)

(0001-62) Fuels Oil and Lubricants (\$32,000)

We anticipate an additional \$10,000 for Propane in 2023 and \$2,000 for Equipment oils and hydraulics. All buildings at the Golf Course are heated by Propane.

(0001-66) Chemicals (\$200,000)

Chemicals range from all fertilizers, fungicides, insecticides, herbicides, wetting agents, and soil amendments. Along with Industrial gasses. We transferred \$26,000 to cover the costs in 2022. We are expecting a 15 to 20% increase in the market. These items do go out for public bid. The anticipated increase for 2023 is due to the current market price.

(0001-68) Operating Materials and Supplies (\$50,000)

Most of the Golf Course operating supplies are spent out of this account. The Golf Course is a living breathing entity and operating materials help keep it alive.

Grass Seed, Bunker Sand, Topdressing. The core of the Golf Course comes out of the 68 account.

Small equipment that does not meet the definition set in the standard accounts section of the budget determined by the controller, such as chainsaws, blowers, trimmers, and mowers are purchased using this account.

The increased costs of grass seed and materials along with the subscriptions for our Irrigation System and GPS Sprayer are utilized out of this fund. We previously did not have to pay for the GPS Subscription it was covered under our SiteOne vendor. Currently a Pallet of Ryegrass seed is \$5,300.

(0001-72) Equipment (\$24,000)

Equipment items purchased utilizing this account are used for day-to-day maintenance in the parks. The small equipment purchased using this account meet the threshold established by the City Controller (chainsaws, blowers, string trimmers, etc.) Items purchased vary depending on the maintenance needs for the year. Tentatively we may need to replace our Irrigation Weather Station. We are planning on purchasing reels for the Greens Mowers along with a Tig Welder.

Golf Administration Expenses (091-08-9001-0004-*)

(0004-04) Temporary Wages (\$124,515)

The Golf Course operation consists of Proshop attendants (8 part time), Starters (9 part time) and driving range attendants (7 part time).

The Golf Course hours of operation change throughout the year due to weather and daylight savings. The Golf Course is open weather permitting from February 1 thru December 31, 7 days a week. The driving range is open weather permitting 12 months a year 7 days a week.

Below is a typical schedule of operating hours with hours worked from each location.

MONTH	PROSHOP HOURS	STARTER HOURS	DRIVING RANGE
1/1-1/31	0	0	15x5=75
2/1-2/28	28x7=196	28x8.5=238	20x4=80

3/1-3/14	14x7=98	14x9=126	8x4=32
3/15-4/7	23x10=230	23x12.5=287.5	23x4=92
4/8-4/14	7x10.5=73.5	7x12.5=87.5	7x5.5=38.5
4/15-4/20	6x10.5=63	6x12.5=75	6x5.5=33
4/21-5/7	17x11.5=195.5	17x14=238	17x6=102
5/8-9/4	120x15.1=1812	120x16=1920	120x6=720
9/5-9/25	21x8=168	21x12.5=262.5	21x5.5=115.5
9/26-11/23	59x8=472	59x8=472	59x5=295
11/24-12/31	38x6.5=247	38x8=304	20x6=120
	3555	4010.5	1703
	\$64,523.25	\$42,110.25	\$17,881.50

Proshop 18.15/hour Starters and driving range 10.50/hour

(0004-06) Premium Pay (\$815)

(0004-22) Telephone (\$250)

Phone service at the Proshop needed in the event we lose the internet service.

(0004-26) Printing (\$2,466)

Scorecards for the Golf Course and the managed print service from the IT department.

(0004-32) Publications and Memberships (\$1,350)

We are members to the United States Golf Association, PA Golf Association, and the Golf Association of Philadelphia.

(0004-42) Repairs and Maintenance (\$4,350)

The repairs and maintenance are for Driving range cart and picker repairs and Ball washer, Quest pest service and alarm system repairs and service.

(0004-46) Other Contract Services (\$3,300)

The contract service that we use are the clubhouse and Proshop alarm service and Website hosting for the Golf Course. (www.allentowngolf.org)

(0004-50) Other Services (\$64,632)

The sales tax and credit card fees are \$65,000. Advertising in golf publications (Golfer's Guide) and local newspapers (The Morning Call).

(0004-54) Repair and Maintenance Supplies (\$2,500)

Repairs supplies for the clubhouse, pro shop, and starter supplies these include Covid supplies for the employees and customers, flags, electrical supplies, locks, hoses, hose fittings and nozzles.

(0004-68) Operating Materials and Supplies (\$30,030)

New Golf Course software from ForeUP. Current software from GolfNow is no longer supported by GolfNow. Fee for our Golf Course APP from gallus golf. Range balls for the driving range and pencils for the Golf Course customers. Driving range dividers, paint, blinds and building supplies.

(0004-70) Pro Shop Inventory (\$70,000)

The Golf Course purchases retail goods from various vendors to resell to our customers. We typically purchase golf balls, golf gloves, apparel, headwear, shoes, and a variety of accessories. The decision on what to purchase is based on past sales of items as well as popular items that are popular with golfers.

(0004-72) Equipment (\$6,000)

We need to replace the bill acceptor on one ball machine, purchase baskets for the driving range. Targets for the driving range for a better customer experience.

(0004-86) General City Charges (\$330,822)

(0004-88) Interfund Transfer (\$146,222.85)

Final loan payment (3 of 3) to General Fund \$125,000

Risk Property & Casualty \$21,222.85

Rental Unit Fund Narrative (105)

The Bureau of Building Standards & Safety, Rental Unit Inspections Program, provides for the registration, licensing, and inspection of over 28,000 rental units within the city limits. The program is responsible for the enforcement of the Property Maintenance Code, adopted in 1995, through systematic inspections and response to all complaint notifications. In addition, the program is responsible for vacant property registration and blighted property enforcement. Vacant and blighted properties in our community decrease property values, increase crime, and impose heavy cost burdens on our city. Administration of this program helps to improve the quality of life for all people in our community, by requiring safe and healthy housing conditions of rental units, decreasing blight and instances of vagrancy at vacant property.

(0005-06) Premium Pay (\$15,000)

(0005-11) Shift Differential (\$500)

Overtime needed for staff to conduct emergency inspections after normal business hours or for clerks as needed to support large billing or presale services. We anticipate no increase in expense for overtime for the 2023 budget.

(0005-22) Telephone (\$6,600)

Cost for telephone services for staff and for the addition of hotspot added to their cell service for the implementation of Energov.

(0005-26) Printing (\$4,000)

Cost for printing services for the rental enterprise fund.

(0005-32) Publications and Membership (\$2,110)

In 2023, with a plan to adopt the 2018 International Property Maintenance (IPMC) code, we will need to purchase the IPMC books needed by inspectors to take the certification exam and the yearly memberships fees associated. This adoption and certification will provide the inspection staff with a more uniform approach to inspections and enforcement actions.

IPMC Books \$40.00 x 13= \$520.00

PennBoc Membership \$85/pp x 13 = \$1,105.00

Legal Aspects Book \$35.00 x 13= \$455.00

International Residential Code Book \$30.00 x 1 = \$30.00

(0005-34) Training and Professional Development \$ 6,500.00

Fees for inspectors to train for the adoption of the IPMC 2018 code as well as the cost for 16 staff to maintain their certifications. The additional funds from this account will cover the cost of required CEU credited training opportunities needed to maintain their current certifications.

Exam Fees for IPMC \$220.00 x 10 = \$2,200.00

PennBoc Training \$400/pp x 3 = \$1,200.00

Housing Alliance Seminars \$800/pp x 2 = \$1,600.00

Hotel \$175/night x 2 nights x 2 staff = \$700.00

Travel Expenses = \$400.00

Webinars for CEU credits \$40 x 10 staff = \$400.00

(0005-42) Repairs and Maintenance (\$500)

We currently have 13 cars in our fleet inventory.

(0005-46) Other Contract Services (\$44,020)

Fees for contracted emergency response for board ups, emergency structure support, clean outs or inspection services. Funds also cover cost for city vehicles parked in parking garage and yearly Samsara monitoring of programs fleet.

- | | |
|---|--------------|
| 1. Board ups- | \$ 20,000.00 |
| 2. Emergency Calls (clean outs, inspections) | \$ 5,000.00 |
| 3. Parking Pass \$100.00/ Month x 13 cars | \$15,600.00 |
| 4. Samsara Monitoring Yearly \$285.00 x 12 cars | \$ 3,420.00 |

(0005-50) Other Services & Charges (\$5,900)

Funds will be used for Property Maintenance Appeal Hearings. In addition, the Rental program will now be required to provide advertising of Blight Property Review Board hearings, which used to be

the responsibility of the Redevelopment Authority. This account also covers the cost to lien properties for charges incurred by providing emergency services.

1. Advertising for various board meetings	\$1,650.00
\$330/ad x 5 advertisements	
2. Property Liens (Est. 50 @ \$85.00/per lien)	\$4,250.00

(0005-56) Uniforms (\$9,810)

The 2023 budget for uniforms will increase this year. The current cost of safety shoes is \$200.00, which was unfortunately unforeseen last year until after the 2022 budget was submitted. Due to the rising costs of goods, we will allow for a 10% increase in 2023 or \$220.00 per pair. In addition, we included the uniform costs as required under SEIU contract of 5 new shirts for inspection staff and will allow up 2 shirts each for clerical staff. This year we will order (1) spring jacket and (2) sweatshirts per inspector and supervisor. The field staff currently only has winter coats.

1. Safety Shoes 13 x \$200	\$ 2,600.00
2. Inspector's Replacement Shirts 13 x 5/per x \$40	\$ 2,600.00
3. Clerical Staff Shirts 4 x 2/per x \$40.00	\$ 400.00
4. Uniform Jackets 13 x \$120	\$ 1,560.00
5. Sweatshirts 13 x 2 x \$75/per	\$ 1,950.00
6. Jackets for clerks and supervisors \$100.00 x 7	\$ 700.00

(0005-62) Fuels (\$21,000)

Cost to provide fuel to 13 cars in the programs fleet as estimated by fleet manager. See Public Works budget for a breakdown of fuel costs.

(0005-68) Operating and Supplies (\$3,820)

Cost for PPE and inspection tools needed by inspectors to perform inspections, such as flashlights, tools, and voltage testers.

\$140/pp x 13 inspectors= \$1,820

Charges for office supplies for Rental Fund not supplied by City - \$2000

(0005-72) Equipment (\$80,100)

These funds will be used to replace 3 cars in our inventory. Two of the 2009 cars have severe maintenance issues, and the third car failed this year's inspection. The cost provided to us by Fleet Management is \$26,500/per car. We also anticipate additional scanning requirements with Energov, we are requesting 5 desk scanners for the clerks to perform their jobs more efficiency, limiting the time to get up from the desk to go to the main copier. Due to the age of our staff's laptops, we will place holder in the budget for a replacement, if needed.

1. New Car replacements \$26,500 x 3	\$79,500.00
3. Desk Scanner 4 x \$150.00	\$ 600.00

(0005-86) General City Charges (\$331,244)

(0005-88) Interfund Transfers (\$82,749.65)

Risk- Property and Casualty

(0005-90) Refunds (\$2,500)

The 90 account will slightly decrease from the 2022 budget for overpayments because online payments will limit discrepancy and payments will not be accepted unless the information is entered correctly in Energov.